



JOB DESCRIPTION

POST TITLE: ~~Business Zen~~ Support Officer (~~1 year fixed term until September 2021 with possible extension~~)

POST NO:

GRADE: SO2

DEPARTMENT: Environment and Regeneration

SECTION: Environmental Services

REPORTS TO: Environmental Pollution Manager

MANAGES/SUPERVISES: None

PRIMARY JOB FUNCTION

Support the Environmental Pollution Manager the 'Mayors Air Quality Fund' funded Zero Emissions Network (ZEN) programme. The post holder will engage and enable small and medium enterprises (SMEs) in and around the south of the borough to take action to reduce their negative impacts on air quality as well as other related environmental impacts. You will act as an ambassador for the programme and will be responsible for achieving the target number of businesses for the programme. You will provide technical support to businesses in delivering improvements in transport and heating related emissions as well as facilitating businesses to engage in wider environmental benefits. The post holder will also work with partners in the adjoining ZEN areas in Hackney and Tower Hamlets.

This is a joint tri-borough project and day to day this post will be based in the Hackney Council offices who are the lead borough for the ZEN programme and will report to the ZEN project manager.

DUTIES AND RESPONSIBILITIES

- Responsible to the Environmental Pollution Manager in the development and implementation of projects specifically focussed on air quality improvements
- The ZEN Project Officer will be accountable to the Environmental Pollution Manager for achieving agreed service outcomes and personal appraisal targets
- To assist with the design, consultation and implementation of projects
- To assist with site, traffic, energy and air quality surveys and other means of data collection as appropriate
- To be aware of issues related to the particular area of work
- To assist with the preparation of drawings, reports and consultation documentation

- Deliver on-site air quality surveys and support to Islington SMEs including voluntary organisations and businesses, identifying opportunities for reducing direct and indirect air pollution, energy use (cost and carbon emissions), and transport
- Support organisations to gain an understanding of their own impact on air quality including transport and energy use. Provide clear recommendations on where air quality improvements and carbon savings can be made and provide organisations with an understanding of the commercial and environmental benefits resulting from this
- Pro-actively recruit organisations to the ZEN programme from across all sectors (including public, business and third sectors) who would benefit from support. Assist with marketing of the wider ZEN and business support programme
- Provide follow up help and support with implementing transport and energy improvement measures. This will include telephone and email support plus follow up visits to identify any grant funding for measures, assist with applications and provide template procurement documentation and advice on installation of measures
- Ensure that the programme supports organisations that are owned, managed or staffed by people from disadvantaged groups, in line with agreed targets
- Assist with the monthly monitoring of the overall target for reduction including use of monitoring software. Collect and assess quantitative data and provide practical support to organisations submitting data
- Be able to communicate effectively both verbally and in writing, particularly when dealing with service users in relation to correspondence, preparing reports, statistics, negotiations, presenting evidence or advice in a public forum and other information as required. Develop and distribute case studies and best practice advice
- Liaise with the public, Council services and staff, Islington SMEs, Council staff, Government departments and other agencies, as necessary and participate in Working Groups, Committees etc. as required
- Identify funding and grant opportunities and assist in prepare funding bids, and seeking sponsorship opportunities
- Support promotional activities, events and workshops to help organisations achieve environmental and costs savings including the provision of face-to-face technical advice
- Work with the Islington Pollution Team to deliver the air quality action plan to achieve Islington's borough-wide target for NO₂ and PM₁₀ reduction
- Work with the Islington Pollution Team to monitor and evaluate progress towards air quality reduction projects
- To provide detailed administrative support (including production and monitoring of time sheets, finance records and targets/objectives) to enable monthly monitoring of delivery partners

ADDITIONAL:

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner including production of documents, inputting data and extracting information
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder
- To be committed to the Council's key priority of sustainability
- Participate in the development, presentation and delivery of training
- Produce letters, reports, and notices and keep records
- The post holder is expected to work some weekends and evenings as required
- To assist with the development of policies and procedures on air quality and energy, including writing procedure notes and participate in the development, presentation and delivery of training
- To be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way duties are carried out
- Carry out duties and responsibilities in accordance with the Council's commitment to high quality service provision to users
- Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation
- Carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation
- At all times carry out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy)

Post holder Declaration

Name

Signed:

Date:

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post.

You should demonstrate on your application form how you meet the following essential criteria.

Department: Environment and Regeneration		Section: Environmental Services
Post Title: ZEN Project Officer		Grade: SO2
REQUIREMENTS		
	EDUCATION and EXPERIENCE	A/I/T*
E1	Experience of partnership working with organisations from the public, private and/or voluntary sector to deliver environmental improvements.	A/I
E2	Experience of working on large projects with multiple delivery partners.	A/I
E3	Experience in designing, training and obtaining commitment to environmental management plans.	A/I
KNOWLEDGE, SKILLS and ABILITY		
E4	Excellent interpersonal skills, particularly influencing and negotiating. The ability to confidently engage and build effective relationships with a wide range of stakeholders.	A/I
E5	The ability to co-ordinate programmes of events, activities and initiatives to promote environmental and sustainability issues and secure widespread involvement.	A/I
E6	Knowledge of legislation, policy and practice on air quality, transport, carbon reduction in relation to the SME (or equivalent) sector.	A/I
E7	Ability to undertake air quality, transport, energy and environmental inspections, surveys and audits.	A/I
D8	Ability to source project and programme funding and manage budgets including knowledge of sources of support for SMEs implementing carbon reduction and environmental improvement measures.	A/I
E9	Ability to develop and monitor project progress against outputs and milestones.	A/I
E10	Knowledge of air quality, transport, energy efficiency, low carbon and wider environmental technical solutions relating to buildings in an urban area.	A/I
E11	Excellent organisational skills and the ability to proactively manage a complex and varied workload.	A/I
E12	Good communication skills. Ability to produce text for promotional materials such as websites and newsletter. Ability to adapt communication style to fit target audience.	A/I
E13	Demonstrable skill in producing clear, succinct and well-structured written reports.	A/I
E14	The ability to work within a team framework, to motivate staff and to contribute to team building within the Division and the Department.	A/I
E15	Ability to use a range of office software including Word, Excel and PowerPoint.	A
COMMITMENT TO EQUAL OPPORTUNITIES		
E16	Ability to adhere to the Council's Dignity for All policy.	A/I
E= Essential D= Desirable		
*Assessed by: A= Application I= Interview T= Test		