

CROYDON COUNCIL

ROLE PROFILE AND PERSON SPECIFICATION

DEPARTMENT: Place

DIVISION: Safety

JOB TITLE: **Pollution Control Officer**

N.B: If you have any issues printing this document please contact HR

ROLE PROFILE

Job Title:	Pollution Control Officer
Department:	Place
Division:	Safety
Grade:	Grade 11
Hours (per week):	36
Reports to:	Pollution Team Manager
Responsible for:	No direct line management responsibilities. Supervision of external contractors. Supervision of air quality champions
Role Purpose and Role Dimensions:	To assist the Pollution team manager to deliver the Pollution team's service plan with respect to air quality, noise, light, environmental permitting, drinking water. Have primary responsibility for managing and regulating the council's environmental permitting responsibilities Taking a lead role in devising and implementing the council's duties with regards to air quality. Ensuring that air quality, noise, light and construction issues are taken into account during the planning process. Support and mentor less experienced members of staff
Commitment to Diversity:	The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.

Key External Contacts:

- Greater London Authority (GLA)
- Transport for London (TFL)
- Public Health England (PHE)
- Department for Environment, Food and Rural Affairs (DEFRA)
- Drinking Water Inspector
- General public
- Businesses
- Legal representatives
- Developers
- Contractors
- Environmental consultants
- Department of Communities and Local Government
- Environment Agency
- London Councils
- Water companies
- Specialist practitioners (e.g Kings College London)
- Staff from other local authorities
- Emergency services

Key Internal Contacts:

Cabinet members
Councillors
Directors
Officers and managers from other departments (primarily planning officers, housing, licensing, anti-social behaviour officers, transport planners, strategic transport, planning, planning enforcement, growth zone management and culture management.
Emergency Planning (Local Authority Liaison Officer and Rest centre managers)

Financial Dimensions:

No direct budget contract
Formulate air quality bids and section 106 agreements

Key Areas for Decision Making:

- Making decisions on behalf of the pollution team manager in his / her absence for councillors, MPs' and Directors
- Providing expert opinion on air quality, noise and light and for planning applications and determining whether planning conditions can be discharged.
- Deciding and justifying the wording for funding contributions from developers under section 106 of the Town and Country Planning Act 1990
- Attending planning committee and planning enquiries as an expert witness under cross examination
- Providing expert advice and opinion for other council departments such as culture, licensing and growth zone.
- Train, supervise and mentor air quality champions

(minimum of 10 champions)

- Determining whether environmental permits are approved
- Determining compliance of environmental permit operators
- Developing and managing specialist air quality projects involving schools, community groups, other council departments and other local authorities.
- Deciding what enforcement actions are appropriate from informal to statutory actions or prosecutions for idling vehicle checks and construction sites.
- Assessing difficult and aggressive situations and making dynamic risk assessments to take appropriate action
- Proportionated and effective use of the pollution services enforcement powers including serving fixed penalty notices for idling vehicles.
- Responding to reported environmental emergencies and incidents
- Appropriate investigation of complaints and enquiries
- Prioritising workload

Other Considerations:

A full driving license is required
Occasional early morning, evening and weekend work will be required.

Is a satisfactory disclosure and barring check required?
[\(click here for guidance on DBS\)](#)

No

What level of check is required?

Is the post politically restricted
[\(Click here for guidance on political restriction\)](#)

No

Is the post exempt from the Rehabilitation of Offenders Act (ROA) 1974
[\(Click here for guidance on ROA \)](#)

select from drop down

Key Accountabilities and Result Areas:

Deputising

Strategic Air Quality Management

Key Elements:

Assisting the pollution team manager in delivery of the air quality action plan and providing responses to queries from Heads of Service, Directors in the absence of the pollution team manager.

Assisting the pollution team manager in the appointment and ongoing management of contractors.

Keep up to date on legislative changes, government guidance and official standards relating to noise and air quality.

This will involve:

Assisting PTM to design and develop projects for inclusion within the air quality action plan.

Assist in development and managing cross borough projects to improve air quality in line with changing legislation and political pressures

Assisting the PTM in finding funding for planning, organising and managing the teams air quality project work, including supervising and managing consultants.

To assist in the development of best practice policies and procedures by participating in internal audits updating and developing processes, procedures and standard documents in order to ensure a continually improving service for stakeholders.

To identify opportunities for external funding including grants

and apply for the same on behalf of the service.

To keep up to date with technical and scientific developments in the field of air quality and advise the PTM of significant developments which may affect the services provided by the council.

Undertake and manage research projects on pollution issues and prepare reports on the results within deadlines. This will include projects undertaken for other council departments and external organisations on a consultancy basis.

Operational Air Quality Management

This will involve:

Maintain and manage the council's air quality monitoring network, including interpreting and dissemination of the results locally and nationally.

Provide a specialist consultancy service to the planning and transportation service.

To design and discharge conditions relating to air quality including the interpreting of complex air quality reports.

To interpret, disseminate and publicise outcomes of project work throughout the professional air quality network and nationally.

Assist the PTM in producing supplementary planning document on air quality.

Operational Environmental Permitting

This will involve:

Taking the lead role implementing the councils duties under Environmental Permitting Regulations 2010

Undertaking visits to premises to ensure compliance

Managing and updating the public register

Maintain the council's web pages on EPR

Taking responsibility for developing and implementing a routine inspection schedule and issuing permits, notices and invoices.

Liaising with process operators and their consultants or other representatives to ensure effective regulation of the installations.

Providing regular training to operators to ensure full understanding of the permitting process.

Investigate and respond to complaints and enquiries about EPR including process and installations permitted by the council.

Other Operational requirements (noise, air quality and light)

This will involve:

To provide high quality timely and accurate professional advice, guidance and information about all aspects of pollution to customers, colleagues, members of the public, members of the council, solicitors and Directors and other professionals in a format that is understandable and appropriate.

Provide a specialist consultancy service to the planning regarding noise, light and construction.

To maintain and extend an excellent and up to date knowledge of environmental health / pollution legislation, best practice,

competency and skill ensuring that staff are acquainted with them to facilitate a continually improving service that meets stakeholders needs.

To deliver a wide range of services in accordance with legislation, codes of practice, corporate policies, local policies and guidance and good professional practice. This includes, but is not limited to; inspections, projects, surveys, enforcement activities, publicity, attending meetings, procession applications, visits investigation complaints, sampling, monitoring, gathering evidence, taking statements and taking the appropriate proportionate actions. This may include serving statutory and fixed penalty notices and other legal documents.

To prepare reports and evidence for legal proceedings at Court, Tribunal, Committee and other judicial **bodies**.

To give evidence as an expert witness at Court, Tribunal, Committee or other statutory body as required.

To properly manage evidence records and data to ensure that confidentiality, continuity, integrity, data quality, data protection and requests for information requirements are observed.

Response to Chemical or Environmental Incidents

This will involved Attending and managing chemical or environmental incidents and emergencies, in order to eliminate or minimise risk to public health or the environment.

Providing advice to the emergency services, members of the public,

and other agencies.

Co-ordinating immediate and or ongoing monitoring of exposed people or environments where necessary.

Managing post-incident events

Corporate / Multi-Agency Working

This will involve:

- Maintaining and, where necessary, creating effective liaison and partnership arrangements with relevant external agencies, in order to implement the Council's policies and duties on air quality and environmental permitting and noise to maximum effect, and to maintain and enhance the reputation of Croydon as centre of excellence.
- Playing an active role in the South London Air Quality Cluster Group and, where appropriate, representing the group at regional and national for a.
- Playing an active role in the Town Centre Construction Logistics Forum.
- Playing an active role in the Chartered Institute of Environmental Health London Pollution Study Group's work on air quality and environmental permitting and airTEXT consortium. This will involve co-ordinating and participating in working groups, to improve local authority performance and facilitate dialogue between London local government, central government, and other bodies
- Sitting on, providing expert advice to, and contributing to the work of other ad hoc working groups which might be set up from time to time by central and regional government, health

- authorities and other agencies
- Assisting with the co-ordination of the Council's responses to consultation and other documents on air quality, environmental permitting and noise.
- Assisting in the promotion of the Department and the Council by maintaining effective public relations with the media over relevant issues. This will involve assisting the Pollution Team Manager in producing regular press releases and other publicity documents.
- Keeping Councillors updated issues of importance and interest, including the preparation of Cabinet Member bulletin items and other reports.

Data Protection

- Being aware of the council's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.

- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.
- There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Health and Safety

- Being responsible for own Health & Safety, as well as that of colleagues, service users and the public.
- Employees should co-operate with management, follow established systems of work, use protective equipment and report defects and hazards to management.

Contribute as an effective and collaborative team member

This will involve:

- Participating in training to demonstrate competence.
- Undertaking training as required for the role.
- Participating in the development, implementation and monitoring of service plans.
- Championing the professional integrity of the service.
- To represent the council at meetings both internal and external and liaise with other authorities, agencies, council services, service providers, government representatives, solicitors and residents and other customers as appropriate
- To be a flexible and effective team member supporting the service and its objectives by taking a flexible approach to work activities across the division, places of work, team changes, work systems and practices.

Person Specification

Job Title:

Pollution Control Officer, Place

Essential knowledge:

- Thorough understanding of the principles and management of air pollution and noise
- Excellent knowledge of UK and EU policy, legislation and guidance covering air quality and environmental permitting
- Working knowledge of the UK planning system
- Sound understanding of wider environmental pollution issues
- Detailed scientific and technical knowledge of air quality, noise and all pollution matters.

Essential skills and abilities:

- Have an excellent knowledge of all aspects of pollution legislation, processes and procedures.
- To oversee the contract performance of any commissioned service or consultant service procured by the Pollution Service and highlighting any areas of concern to the PTM.
- To undertake contentious and complex investigations or project work of local, regional and national significance.
- To represent the Pollution Service in corporate and departmental projects / objectives.
- To represent the council at regional and national forums as the council's representative.
- To take lead on pollution cases dealing with the environmental impact of significant developments.
- To take the lead on complex and contentious planning cases where specialist knowledge and experience is required.
- Train, supervise and mentor air quality champions (minimum of 10 champions)
- To be responsible for the compiling of complex technical reports including policy documents.
- To investigate and respond to Councillor and MP's on day to day service requests.
- To represent the Council as an expert at meetings with other authorities and organisations on issues relating to pollution.
- Ability to enforce legislation in a proportionate and fair manner
- Self-motivation and ability to prioritise workloads, manage projects, delegate and deliver objectives on time and within budget without the need for daily supervision.
- Ability to work in a team and develop effective and supportive relationships with colleagues and be considerate towards them to help build a sense of team spirit
- Ability to set team goals and targets with limited supervision from Pollution Team Manager
- Ability to handle volatile and aggressive behaviour
- Possession of strong commitment to equalities and customer care and ability to implement these in the workplace

Essential experience:

- Significant experience of a specialist area of pollution, including project work, development of action plans or significant site investigations.
- Experience of providing complex assured advice to businesses, residents and partners on the pollutions teams work.
- Experience of dealing with the most contentious and complex complaints, investigations, projects and service delivery requests.
- Significant experience of imposing complex planning conditions on major developments including noise and emission controls.
- Experience of giving evidence as an expert witness at Court, Tribunal, Committee or other statutory body.
- Ability to support and mentor less experienced members of staff.

Special conditions:

any activities or requirements not covered by other sections (e.g. a requirement to work outside of core hours, to travel between sites, or to drive a vehicle, for example. Such requirements must be absolutely essential as they could be seen to exclude certain potential applicants