CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Place** | **SERVICE GROUP: Clean Air Plan** | |
| **POST TITLE: Environmental Analyst** | **REPORTS TO: Monitoring & Evaluation Manager** | |
| **GRADE:** | | **SAP POSITION NUMBER :** |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes. As a candidate/ employee you will be expected to demonstrate your ability meet the special knowledge, experience and qualifications required for the role.

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| **Key Purpose of Post:** | |
| To be a key member of the CAP team responsible for statutory local air quality management (LAQM) and delivery and evaluation of the Bradford Clean Air Plan (CAP). To provide specialist sustainability and Green House Gas (GHG) reduction expertise to the team.  To be responsible for the Council’s air quality and greenhouse gas modelling systems. To undertake highly technical work, including scenario modelling of improvement options and to provide complex planning advice in relation to emission reduction, sustainability and GHGs. To provide additional air quality and emission reduction support for other major projects undertaken by the council as required. To identify funding streams and lead on the development of high value funding bids. | |
| **Main Responsibilities of Post:** | |
| 1. To be responsible for the Council’s air quality and GHG emission inventories and modelling systems, maintaining up to date datasets and producing highly technical outputs, reporting those to members of the public, elected members and senior colleagues within the Council. 2. To provide complex modelling outputs and GIS representations to support high value funding bids and district wide infrastructure delivery programmes which will complement the aims of the CAP and the Councils response to the Climate Emergency.   2. Identifying and applying for potential funding streams, including collating and preparing funding bids, developing evidence bases to support emission reduction related funding bids and managing current projects.  3. To provide technical advice, involving GIS outputs and modelling capability to the CAP team, remaining abreast of developments locally and nationally in this area of work.  4. Prepare cabinet/committee reports, local community reports and attend meetings as directed. To present complex technical data to a wide range of audiences.  5. To provide the intelligence needed - seeking out the best available information - to assess options, inform decision-making and evaluate impact in practice in programme development and against policy frameworks for Council programmes in relation to their impact on achievement of the mandated air quality limit values and GHG targets  6. Exercise significant independent judgement as part of the CAP team when assessing the air quality and GHG impacts of proposed Council programmes and projects. Where such activities potentially jeopardise air quality compliance or climate emergency response, provide advice on mitigation approaches based on experience and evidence of similar approaches either nationally or internationally.  7. To represent the Council as a key partner on external projects providing advice and guidance on proposals to ensure a positive contribution to air quality and climate change is appropriately prioritised and delivered.  8. To provide leadership for the integration of the CAP into the planning process, including advising on the development of new planning policy and conditions for proposals  9. Work with other Council departments and officers to ensure integration of the CAP and climate emergency response into Council processes, advising on the development of new policy and procedure  10. Undertake literature searches and critically appraise the evidence to support commissioning strategies and plans, programme and project development, evaluations and the development of new evidence.  11. To provide advice, guidance and training to other analysts and Officers within the CAP and the wider Council.  12. To keep up-to-date with emerging developments in relation to air quality, climate change and sustainability and growth policy, advising senior officers, members and partners of these and developing and refining public intelligence practice and policy. This includes attending regional and national meetings to influence and improve local and regional analysis.  13. To provide and present data and expertise to support the evaluation of the CAP this includes the development of outcomes and indicators to monitor progress.  14. To lead on completion of statutory returns to Government  15. Undertake any other duties commensurate with the role as requested by management.  . | |
| **Structure**  CAZ Monitoring and Evaluation Manager  Environmental Analyst  Senior Air Quality Officer (LAQM/CAP)  Technical Officer (LAQM/CAP) | |
| **Special Knowledge Requirement:** Will be used in shortlisting. | |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column**. | |
|  | **Essential** |
| Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet either the Advanced threshold level (which will be implemented where the post requires a greater level of sensitive interaction with the public e.g. in children’s centres) – where the person is able to demonstrate that they can during the interview: a) Can express themselves fluently and spontaneously , almost effortlessly b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language | X |
| Understanding of decision-making processes in the local authority and relevant partner organisations | X |
| Appreciation of the use of relevant evidence based public health interventions to improve health, protect health or reduce health inequalities | X |
| Able to prioritise work, schedule and organise own time | X |
| Good oral and written communication skills and an ability to work with a wide range of internal and external stakeholders | X |
| Uses, interprets and communicates complex information from a variety of sources and to a range of audiences  . | X |
| Uses a range of ICT systems across own work area and/or across other areas of work. | X |
| **Relevant experience requirement: Will be used in shortlisting** |  |
| The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the Advanced threshold level outlined under Special Knowledge above. | X |
| Significant experience in environmental modelling and/or data analysis | X |
| Demonstrated ability to plot and present data in GIS mapping systems | X |
| Experience of working in a field related to air quality, climate change and sustainability is essential |  |
| **Relevant professional qualifications requirement: Will be used in shortlisting** | X |
| * First degree in a relevant scientific / mathematical subject or equivalent practical experience in environmental data analysis * Evidence of Continuing Professional Development. |  |
| **Core Employee competencies to be used at the interview stage.** |  |
| **Carries Out Performance Management** | |
| Covers the employee’s capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard. | |
| **Communicates Effectively** | |
| Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information**.** | |
| **Carries Out Effective Decision Making** | |
| Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work. | |
| **Undertakes Structured Problem Solving** **Activity** | |
| Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships. | |
| **Operates with Dignity and Respect** | |
| Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face. | |
| **Working Conditions:** | |
| Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions. | |
| **Special Conditions:** | |
| Will work with the technology available and from any office within the district or maybe located at home.  It is a requirement of this post to work occasionally outside normal working hours as dictated by  service need | |
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| **Compiled by:**  **Date:** | **Grade Assessment Date:** | **Post Grade:** |