### Job Description

**Job title: Air Quality Manager (Transport Emissions)**

**Grade: 10**

**Directorate: Development, Enterprise and Environment**

**Unit: Environment**

#### Job purpose

#### The postholder will be responsible for the management of a portfolio of air quality work including policy and strategy development and the delivery of a range of large-scale projects and programmes in relation to that portfolio.

#### The post holder will manage a small sub-team, sit on the Air Quality Management Team, and report into the Head of Air Quality.

#### Principal accountabilities

1. Be responsible for the management of a portfolio of air quality work and lead on certain, agreed, Mayoral projects and programmes.
2. Lead on the development of key statutory and non statutory strategies and policies, including research, analysis, option appraisals and consultation.
3. Manage projects and programmes that are carried out either internally and externally, either for the Authority or by the Authority on behalf of other organisations, including procuring and managing consultants and contractors.
4. Establish and maintain systems and processes for ensuring the implementation of strategies and the effective delivery of key projects.
5. Establish and maintain communications on technical and policy matters with international organisations, Government departments, the London boroughs, and other organisations in the public, private and voluntary sectors.
6. To be responsible for the line management of a small sub-team.
7. To deputise for the Head of Air Quality when required.
8. Build new and maintain existing partnerships to assist in delivery of initiatives to implement the Mayor’s policies and programmes including negotiating funding, leading for the GLA on relationship management with key stakeholder groups in relation to the environment portfolio.
9. Take responsibility for strategic horizon scanning in relation to the environmental portfolio and disseminating information and advice within the GLA family and with partner organisations and functional bodies.
10. Establish and maintain good working relationships within and outside the Authority and with the Functional Bodies in order to ensure that opportunities for integration and inter-disciplinary working are realised.
11. Provide advice, written and oral, to the Mayor and his staff, senior managers, Members of the Assembly, and Functional Bodies, GLA staff, government departments, London-based and national organisations on environmental matters, making recommendations on policy and strategy options.
12. Prepare responses to questions and correspondence to the Mayor and from Assembly members, Government departments and other organisations in the public, private and voluntary sectors.
13. Maintain an up-to-date awareness of legislative, technical and policy changes in the environment field.
14. Gather and analyse effectively of relevant data and evidence to ensure that strategy, policy, projects and programmes are developed with a solid evidence base and are capable of evaluation.
15. Present the results of the work on the Mayor’s policies, objectives and concerns at conferences, seminars and meetings to external bodies and organisations.
16. Manage project and programme resources in allocated to the job in accordance with the Authority’s policies and Code of Ethics and Standards.
17. To take a proactive role in corporate planning and contributing to the overall performance management frameworks of the GLA as a whole and the Directorate.
18. Realise the benefits of London’s diversity by promoting and enabling equality of opportunities and promoting the diverse needs and aspirations of London’s communities.
19. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary, cross-department and cross-organisational groups and project teams.

#### Dimensions

**Accountable to:** Head of Air Quality

**Accountable for:** Staff and budgets allocated to specific programmes

**1. Technical requirements/experience/qualifications**

1. A track record of managing multiple projects and project teams successfully, and delivering results on target and within budget.
2. Experience in the field of air quality, sustainable transport or related environmental area.
3. Ability to use a range of office and statistical software including word processing and spreadsheet packages to an advanced level.
4. Evidence of success in undertaking project-based work and preparing clear and concise reports, presentations and briefings on complex and sensitive issues for a range of different audiences.

**2. Behavioural competencies**

**Problem Solving**

… is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions.

##### Level 3 Indicators of Effective Performance

* Clarifies ambiguous problems, questioning assumptions to reach a fuller understanding
* Actively challenges the status quo to find new ways of doing things, looking for good practice
* Seeks and incorporates diverse perspectives to help produce workable strategies to address complex issues
* Initiates consultation on opportunities to improve work processes
* Supports the organisation to implement innovative suggestions

**Research and Analysis**

… is gathering intelligence (information, opinion and data) from varied sources, making sense of it, testing its validity and drawing conclusions that can lead to practical benefits.

##### Level 3 Indicators of Effective Performance

* Expands networks to gain new information sources for research and policy development
* Identifies and implements methods to ensure intelligence is of a high quality
* Encourages others to analyse data from different angles, using multiple perspectives to identify connections and new insights
* Tailors research investment in line with likely impact for Londoners and policy priorities
* Retains a bigger picture view, ensuring research recommendations are appropriate and practical for the GLA and its stakeholders

**Planning and Organising**

… is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.

###### Level 2 Indicators of Effective Performance

* Prioritises work in line with key team or project deliverables
* Makes contingency plans to account for changing work priorities, deadlines and milestones
* Identifies and consults with sponsors or stakeholders in planning work
* Pays close attention to detail, ensuring team’s work is delivered to a high standard
* Negotiates realistic timescales for work delivery, ensuring team deliverables can be met

**Communicating and Influencing**

… is presenting information and arguments clearly and convincingly so that others see us as credible and articulate, and engage with us.

###### Level 3 Indicators of Effective Performance

* Encourages and supports teams in engaging in transparent and inclusive communication
* Influences others and gains buy-in using compelling, well thought through arguments
* Negotiates effectively to deliver GLA priorities
* Synthesises the complex viewpoints of others, recognises where compromise is necessary and brokers agreement
* Advocates positively for the GLA both within and outside the organisation.

**Building and Managing Relationships**

… is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals.

###### Level 3 Indicators of Effective Performance

* Actively engages partners and encourages others to build relationships that support GLA objectives
* Understands and recognises the contributions that staff at all levels make to delivering priorities
* Proactively manages partner relationships, preventing or resolving any conflict
* Adapts style to work effectively with partners, building consensus, trust and respect.
* Delivers objectives by bringing together diverse stakeholders to work effectively in partnership

**Organisational Awareness**

… is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly.

###### Level 2 Indicators of Effective Performance

* Challenges unethical behaviour
* Uses understanding of the GLA’s complex partnership arrangements to deliver effectively
* Recognises how political changes and sensitivities impact on own and team’s work
* Is aware of the changing needs of Londoners, anticipating resulting changes for work agendas
* Follows the GLA’s position in the media and understands how it impacts on work

**Managing and Developing Performance**

… is setting high standards for oneself and others, guiding, motivating and developing them, to achieve high performance and meet the GLA’s objectives and statutory obligations.

Level 2 Indicators of Effective Performance

* Seeks opportunities to develop professional skills and knowledge and encourages team to do so.
* Ensures own and others’ workloads are realistic and achievable
* Provides staff with clear direction and objectives, ensuring they understand expectations
* Recognises achievements and provides constructive feedback and guidance
* Gives staff autonomy and confidence to perform well and to their potential

**Reasonable adjustment**

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.