

## Job Description

<b>Job Title:</b>	Air Quality Lead
<b>Directorate/Team:</b>	Strategy, Economy and Net Zero
<b>Location:</b>	16 Summer Lane or other site/location
<b>Salary Band:</b>	TBC
<b>Responsible to:</b>	Head of Environment
<b>Responsible for:</b>	N/A
<b>Key working relationships:</b> (internal)	Other members of the Environment Team, TfWM, Housing and Property, Finance, Legal, Procurement
<b>Key working relationships:</b> (external)	Local authority officers, local councillors, community groups, academic institutions, consultants, government agency officers (DEFRA and the Environment Agency), health professionals and other national and regional air quality stakeholders

## Purpose of the Post

The WMCA has a well-established programme of air quality work. In 2023, a regional Air Quality Framework was approved, along with a three-year implementation plan to outline delivery priorities from 2024 – 2026. In addition to the strategic work, there has been work to install a regional sensor network; run a significant behaviour change campaign (including work with schools); develop an air quality forecast and alert system; and renew planning guidance to support local authorities. This post will build on the work that has been done to date and continue the work with local authorities, and other regional stakeholders, to progress delivery and secure funding for the regional air quality programme.

## Accountabilities

The postholder will be the main person responsible for the delivery of the WMCA air quality programme and will be accountable to key regional stakeholders in that role. This includes lead officers in project delivery roles at local authorities, health organisations, including the NHS and the UKHSA, and Defra. The postholder will also work closely with Transport for West Midlands in relation to their air quality work, as well as regional universities that are undertaking leading research on air quality. There may also be accountability to funding bodies through the course of the work, where grant is secured for delivery.

## Responsibilities

### Strategic

- Oversee the delivery of the regional Air Quality Framework, particularly the renewal of the Air Quality Implementation Plan.
- Prepare well-structured reports for various political boards, including the Overview and Scrutiny Committee, and the WMCA Board.
- Support devolution conversations with Defra to secure powers and resources to progress work on air quality.
- Work flexibly and with integrity to meet the needs of the WMCA and the Environment Team.

### People

- Build and maintain effective working relationships with stakeholders across the WMCA, local authorities, and external partners.

<ul style="list-style-type: none"> <li>Coordinate multi-stakeholder workshops to build collaboration, share learning, and identify strategic opportunities.</li> <li>Represent the WMCA in a professional manner at relevant external forums, conferences and meetings.</li> <li>Lead the Air Quality Implementation Group and develop its work programme.</li> </ul>
<b>Operational</b>
<ul style="list-style-type: none"> <li>Secure funding for air quality programme project delivery</li> <li>Manage the WMCA's sensor network, particularly the relationship with Earthsense.</li> <li>Oversee the roll out and uptake of the regional air quality forecast and alert system.</li> <li>Lead on the communication of engagement and delivery opportunities with interested stakeholders.</li> <li>Lead on relevant procurement of goods and services as well as effectively managing external consultants and suppliers to aid in the delivery of the Air Quality Framework.</li> <li>Supporting both technical elements of the air quality programme as well as behaviour change, communications and engagement work.</li> <li>Implementing a robust monitoring and evaluation of activities to track the Air Quality Framework's progress and impact.</li> <li>Work with internal and external stakeholders to produce an annual impact report.</li> <li>Provide specialist technical support to project delivery organisations.</li> <li>Provide project pipeline analysis/reports for interested funders and investors.</li> <li>Manage or support consultant led projects.</li> </ul>
<b>Financial</b>
<ul style="list-style-type: none"> <li>Work with internal and external stakeholders to ensure project costing information is accurate and up to date.</li> <li>Ensure value for money and follow the appropriate governance processes for dealing with any financial activities.</li> </ul>
<b>Other</b>
<ul style="list-style-type: none"> <li>Represent the WMCA in a professional manner.</li> <li>Undertake such tasks as may reasonably be expected commensurate with the scope and level of the role.</li> </ul>

Person Specification					
Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
Experience	E	D	A*	I*	T*
Track record of project data management	x		x	x	
Track record of project or programme management		x			
Track record of multi-stakeholder engagement	x		x	x	
Using/interpreting air quality data	x		x	x	
Co-ordinating, interpreting and reporting on environmental projects	x		x	x	
Skills / Knowledge / Abilities	E	D	A*	I*	T*
Proficient IT user of MS Office, Excel, Teams, SharePoint	x		x	x	
GIS data management, spatial analysis, mapping		x	x	x	
Power BI / dashboard development and data visualisation		x	x	x	
Knowledge and experience of working on air quality and the international, national, regional and local policy context	x		x	X	
Ability to deliver solutions and practical programmes of work with a wide range of stakeholders	x		x	x	
Excellent stakeholder and relationship management skills and experience	x		x	x	
Excellent interpersonal skills, able to confidently persuade and inform key senior stakeholders and work effectively as part of a fast-paced team	x		x	X	

Understanding of relevant policy agendas and their significance	x		x	X	
Clear commitment to creating a fairer, greener, healthier West Midlands	x		x	x	
<b>Qualification / Education / Training</b>	<b>E</b>	<b>D</b>	<b>A*</b>	<b>I*</b>	<b>T*</b>
Degree in a relevant subject or equivalent professional qualification	x		X		
Project management qualification		x	X		

**\*Key:** A = Application, I = Interview, T = Testing/Assessment

Core Expectations	
<b>Health, Safety &amp; Wellbeing</b>	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
<b>Equality &amp; Diversity</b>	Promote and champion equality and diversity in all aspects of the role.
<b>Learning &amp; Development</b>	Participate in and take responsibility of any learning and development required to carry out this role effectively.
<b>Performance Management</b>	Actively engage in the performance management process and take responsibility for managing performance outcomes.
<b>GDPR</b>	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.
<b>Adherence to Policies</b>	Be aware of and comply with all organisation policies.
<b>Other</b>	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

Values		
Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.		
Value	Competency	Behaviour
<b>Collaborative</b>	Team Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
<b>Driven</b>	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
<b>Inclusive</b>	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
<b>Innovative</b>	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Additional Post Requirements									
Essential Car User		Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Job Evaluation Details			
Date Evaluation Agreed	JEP Reference	Grade	Job Family
28/11/2025	JEP670	SP40-SP44	