



Job Description

Post Title: Senior Air Quality Programme Manager

Directorate: Strategy, Integration and Net Zero

Reports to: Head of Environment

Direct Reports: 1

Salary Band:

Key Relationships:

Role Purpose

WMCA is committed to building a better connected, more prosperous, fairer, greener and healthier West Midlands. Our Values are central to how we work and interact with our wider partners and stakeholders. We encourage our colleagues to

Be **Collaborative**, Be **Innovative**, Be **Driven** and Be **Inclusive**.

The Environment Team is situated within the Strategy, Economy and Net Zero Directorate at the WMCA. The Environment Team leads regional work on natural environment, circular economy, climate adaptation, environment behaviour change and air quality, working closely with Transport for West Midlands. The West Midlands Combined Authority Board has recently endorsed a regional [Air Quality Framework](#) and Implementation Plan and we are looking for someone with the ability to lead on the next steps. The postholder will sit within the WMCA Environment Team and will work with our seven constituent local authorities, and other regional stakeholders, to deliver the Air Quality Framework. The role will operate in a hybrid way with many meetings being online, but some expectation of face-to-face engagement as well.

Responsibilities

- Lead the delivery of the regional Air Quality Framework and Implementation Plan, working with local authorities (both constituent and non-constituent).
- Lead the regional Air Quality Framework Delivery Group, providing coordination of associated task and finish groups.

- Oversee the programme delivery, including maintaining project documentation, progress updates and reporting.
- Undertake stakeholder mapping for the development and implementation of the Air Quality Framework, including early engagement with potential air quality partners.
- Coordinate work with the University of Birmingham WM-Air project, as a significant source of data and modelling, and identify gaps that require additional resourcing through external advice.
- Coordinate any technical support required to deliver the Framework and its Implementation Plan.
- Support the WMCA’s Environment Behaviour Change Officer in the development of behaviour change campaigns to improve regional air quality.
- Manage staff appointed through grant funding to deliver parts of the air quality programme. WMCA is currently delivering a £1.8m programme of work.
- Support conversations with Defra in bringing in external support for the WMCA’s Air Quality Framework and its delivery.
- Undertake a ‘cost-benefit’ assessment of the agreed interventions – understanding where there is most impact from implementing particular projects/ programmes and how the work should be phased.
- Develop the understanding of the interrelationship between climate change plans and air quality plans.
- Undertake monitoring and evaluation activity to determine progress of the Framework delivery.
- Lead on communication of air quality to stakeholders and to the wider public.
- Secure additional funding (through grants or broader investment opportunities) for delivery of the Air Quality Framework.
- Support the preparation of papers for political boards, including the Environment and Energy Board, Overview and Scrutiny and the CA Board.

Person Specification

Experience	<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>		Assessment Method		
	E	D	App*	Int**	Other***
Programme management experience, including budget management, reporting, risk management and well organised to manage multiple projects and priorities	X		X	X	
Political awareness in taking forward issues that may have sensitivities.	X			X	
Experience of motivating others; leading direct reports to achieve their full potential.		X		X	

Have at least five years of directly related air quality experience	X		X	X	
Experience of working in both local government and environmental consultancy.		X	X	X	
A track record of managing large scale monitoring campaigns, including the deployment of low-cost sensors and the associated analysis of data.	X		X	X	
Experience of applying for grants and/or funding.	X		X	X	
Experience of preparing strategy/ policy with multiple stakeholders	X		X	X	
Skills/Knowledge/Abilities	E	D	App	Int	Other
Knowledge and experience of working on air quality and the international, national, regional and local policy context	X		X	X	
Knowledge and understanding of wider issues the environment, public health and air quality	X		X	X	
Excellent interpersonal skills, including the ability to manage and influence key stakeholders and work effectively as part of a fast-paced team	X		X	X	
Able to make decisions effectively, using either own knowledge or available data.	X			X	
Excellent written and oral communication skills and ability to translate complex issues into a format that non-experts understand.	X		X	X	
Good analytical skills, be able to review information and determine the best approach to developing projects to an agreed outcome	X		X	X	
Experience of project and financial management on large long-term projects with significant budgets	X		X	X	
Ability to be agile and flexible to adjust to the requirements of the role as it progresses	X			X	
Qualifications/ Professional Memberships	E	D	App	Int	Other
Graduate or equivalent professional experience in this field with evidence of on-going professional development.	X		X		
Full member of the Institute of Air Quality Management (IAQM)		X	X		
Chartered environmentalist or scientist		X	X		

* Application

** Interview

*** Details will be shared at interview stage

Core Expectations

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
Collaborative	Team Focused	Works as part of team, managing and leading.
	Service Driven	Customer, resident and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Health and Safety

All employees have a duty to take reasonable care for the health and safety 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 and safety.

Equality and Diversity

To promote and champion equality and diversity in all aspects of the role

Learning and Development

To participate in and take responsibility of any learning and development required to carry out this role effectively.

Performance Management

To actively engage in the performance management process and take responsibility for managing performance outcomes.

GDPR (General Data Protection Regulation)

To 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.

Other

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work

within stakeholder and partner offices within the WMCA Constituent area on a regular basis