



NATIONAL ENVIRONMENT AND PLANNING AGENCY

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Air Pollution Management Specialist
JOB GRADE:	7
POST NUMBER:	
DIVISION:	Environmental Management & Conservation
BRANCH:	Air Quality Management
REPORTS TO:	Manager – Air Quality Management Branch
MANAGES:	Air Quality Officer(s)

This document is used as a management tool and specifically to enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

Strategic Objectives of the Division/Branch:

The Environmental Management & Conservation Division is one of the four Divisions charged with executing the Agency's core functions. Its main purpose is to develop and guide the implementation of policies and programmes for the management of the natural environment and their resources. The primary functions of the Division are to:

- Design and implement policies plans and programmes for the protection, mitigation, rehabilitation and or recovery species and ecosystems
- Monitor the ecological status of watersheds, wetlands, coastal and marine resources.
- Manage Protected Areas declared under the NRCA, Act, Beach Control Act and Wild Life Protection Act.
- Conduct specific environmental quality assessments such as water and air quality, both routinely and for specified sensitive areas.
- Promote Environmental stewardship within the public and private sectors and communities.
- Conduct relevant environmental assessments of environmentally damaging chemicals and hazardous wastes.

These functions are executed by five Branches namely:

Pollution Monitoring and Assessment Branch - Monitors and assesses the impact of pollution on the quality of the natural environment and the potential for public health impacts.

Pollution Prevention Branch - Fosters a pollution prevention and waste minimization approach by promoting the use of environmental management systems (EMS) and other appropriate measures to foster better environmental performance of operations.

Ecosystem Branch - Monitors the nation's watershed, coastal and marine areas and biodiversity to foster their conservation and sustainable use in order to enhance and sustain the integrity of the island's ecosystem.

Protected Areas Branch - Designates and manages sensitive Ecosystems as Protected Areas.

Air Quality Management Branch - Monitors and assesses the impact of air pollution and the potential for public health impacts.

Job Purpose:

The Air Pollution Management Specialist reviews the National Air Quality Management Programme and the existing framework to make recommendations that will enable the achievement of air quality standards amenable to human and environmental health and improve the overall safety and sustainability of the environment and assists with the administrative management of the Branch.

Key Outputs:

- Jamaica Air Quality Management Programme document
- Recommendations to guide strategic action plans to minimize anthropogenic impact on ambient air quality
- Draft Regulations, policies and legal instruments and guideline documents
- Reports on the state of the ambient air and emissions management to determine action plans
- Recommendations for applications processed
- Reports, research papers, correspondence
- Technical advice/guidance
- Training Manuals and guides to build capacity on air pollution management and prevention
- Public education materials

Key Responsibility Areas:

A. Administrative Responsibilities

1. Contributes to the documentation of operating procedures and guidelines as well as the development and implementation of systems, programmes and tools to facilitate the efficient management and delivery of service from the Branch.
2. Participates in the coordinating and scheduling activities of the Branch to ensure alignment with the operational plan and the achievement of targets.
3. Review the databases managed by the Branch periodically and provide new information for updates.
4. Participates in the design and delivery of public education and community outreach programmes to create public awareness of Air Quality management matters.
5. Assists with the procurement of air quality equipment, consumables and services.
6. Represents the Branch/Sub-Division/Division/Agency at meetings and other functions as directed.

B. Technical/ Professional Responsibilities

1. Build capacity in air quality management and control within the Agency by training staff on:
 - the framework required;
 - the fate and transport of pollutants; and
 - the use of sophisticated tools to analyze trends in datasets to determine changes, source identification (where possible) and the effectiveness of “control strategies” implemented.

2. Make recommendations for changes in existing framework and assessments to manage Jamaica's ambient air quality with a focus on management needed at the local scale and acknowledge regional and global scale impact and strategies as required.
3. Liaise with key stakeholder(s) with mandate to manage air emissions from anthropogenic sources influential to Jamaica's ambient air quality such as vehicular emissions, and ensure the development of a holistic approach to air quality "management and control" by the Agency and the country.
4. Leads research activities including spatio-temporal analysis of existing datasets and contributes to the preparation of key reports/documents to inform decisions and other air quality management planning activities as needed. Collaborates with other key stakeholders such as Universities to lead research projects linked to air pollution and the impact on human health.
5. Analyses air quality data and prepare report(s)/technical paper(s) on findings including evaluation of impacts and develop recommendations/ Air Quality Management Plans to address issues identified. Analyses to include spatial analysis and trends, dispersion of measured and/or modelled data and, subsequent source identification where achievable.
6. Reviews and provides feedback on technical reports and other documents/deliverables prepared by Air Quality Management Officers and external parties.
7. Leads and guides initiatives aimed at controlling emissions at source to reduce pollution loading especially in degraded non-attainment areas and threatened regions.
8. Develops and reviews existing Standard Operating Procedures (SOPs) to safeguard data quality within the Agency and provide guidance to key stakeholders to ensure compliance.
9. Reviews applications for air pollutant discharge licenses, amendments, and renewals and submissions prior to presentation to the Internal Review Committee and/or Air Quality Management Committee and the NRCA Board.
10. Conducts specialized monitoring and operations of the Air Quality Management.
11. Recommends methodology required to conduct evaluation of sources of air pollutants in localized areas and conduct evaluations once implemented to determine through source apportionment and/or techniques how individual sources relate to population exposure and, participate in the development of programmes and policies to address the reduction and elimination of the release of such pollutants such as guiding development of vehicular emissions standards etc.(vehicular emissions)
12. Keep abreast of trends and changes in environmental management issues in air quality management and control.

13. Contributes to the technical review of amendments to existing regulatory tools and the development of new regulatory and non-regulatory tools for air quality management in Jamaica.
14. Participates in the development/selection of air quality monitoring, screening and dispersion systems models and tools.
15. Provides specialized expertise in the response to relevant pollution incidents as required.

C. Other Responsibilities

The incumbent may, from time to time be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

Authority

The position incumbent is authorized to:

- Recommend changes to the JAQMP and regulatory instruments needed to facilitate management and control of air pollution
- Recommend corrective action/penalty for non-compliance
- Recommend work schedule/assignments of supervisees
- Liaise with appropriated technical officers in other relevant internal branches as well as external stakeholders (JBI, Universities, Ministry of Health & NGOs)

Performance Standards:

- Established personal targets are consistently achieved
- Key outputs and deliverables are produced in keeping with established technical, professional and Agency standards.
- Sound technical advice and guidance are consistently provided
- Confidentiality and integrity are maintained in the conduct of professional and personal business

Internal and External Contacts

(i) Internal

Contact (Title)	Purpose of contact
CEO, Directors, Senior Managers	Recommendations and guidance on Air Quality Issues
Enforcement Branch	Collaborate on investigations and application of sanctions
Public Education Branch	Collaborate on public education programmes

Other technical branches	Participate in cross functional project teams
Accounts Branch	Licensees fees payments

(ii) External Contact (required for the achievement of the position's objectives)

Contact (Title)	Purpose of Contact
Licensees	Conduct audits, review reports submitted
NGOs, community groups,	Project implementation, providing information

Working Conditions

- Typical office environment
- Exposure to unsafe/unhealthy environment from site visits, investigations etc.

Required Competencies

- Good Interpersonal Skills
- Good planning, organizing and problem solving skills
- Good investigative skills
- Sound knowledge of local, regional and international air quality management issues
- Excellent research and analytical skills,
- Excellent writing and presentation skills.
- Ability to effectively communicate at all levels
- Excellent knowledge of environmental management
- Competence in the use of relevant computer programmes.

Minimum Required Education and Experience

- Master's degree in Air Pollution Management, chemical engineering, environmental engineering, environmental management, industrial engineering or related field.
- At least three years professional experience in a similar or related position.
- Training in supervisory management.
- Knowledge of air models, pollution control technologies, forecasting, stack emissions testing, air quality assessments and database input and management.

Salary Range: \$2,270,084.00 - \$2, 823,150.00 per annum plus any allowances attached to the post.