

Role and responsibilities

Identity

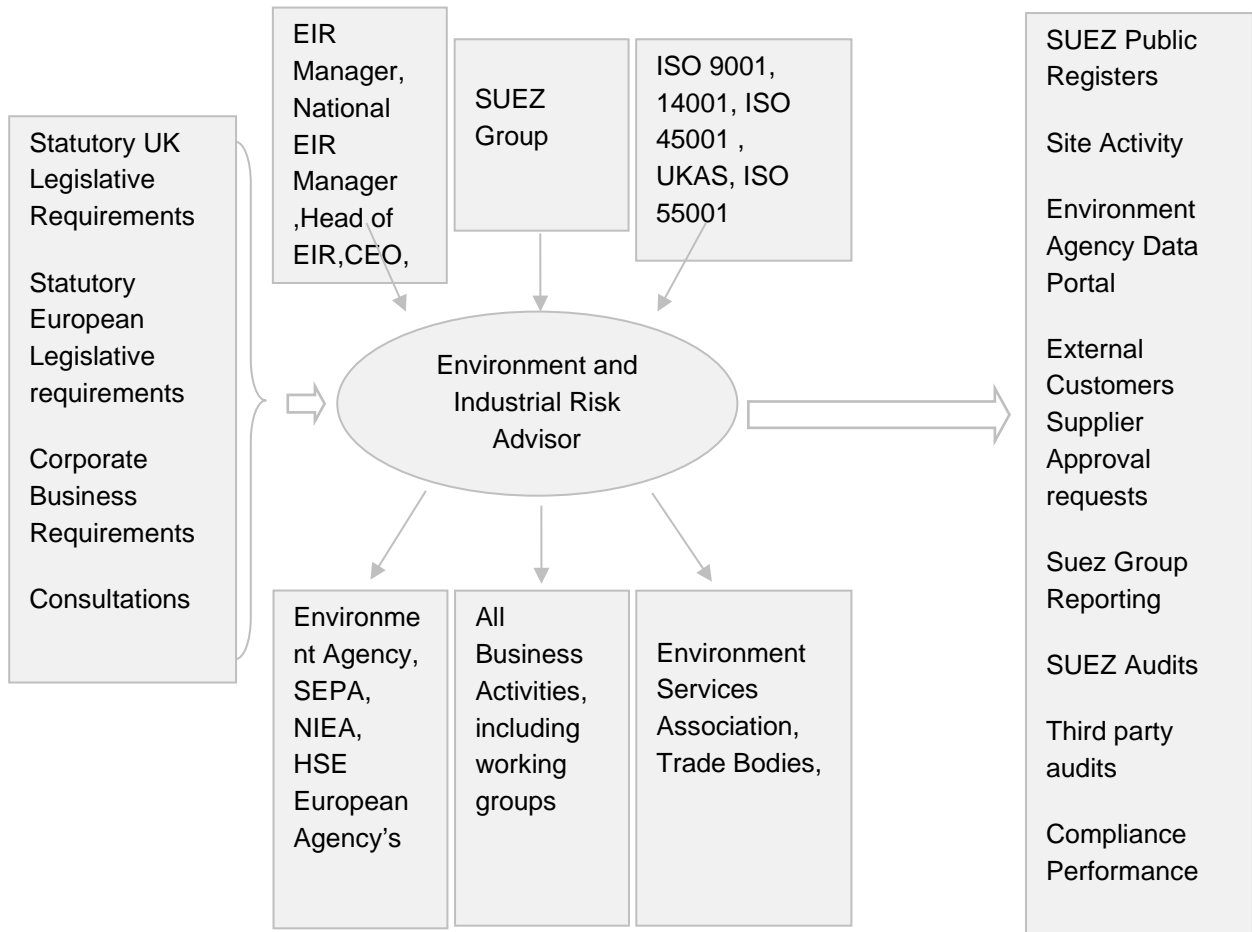
Position title	Environment and Industrial Risk Advisor
Line Manager title	Environment and Industrial Risk Manager
Grade	10

Purpose

(the 'why' of the position, within which limits and according to what objectives)

Why	<p>To be the regional focal point for EIR best practice, providing advice, guidance, support and recommendations to the Operational Teams to ensure a process of continual improvement and all activities are undertaken in full compliance with environmental permits, legislation, EIR Management Guidelines and relevant ISO and BS standards.</p> <p>To ensure we comply with all our statutory and corporate environmental monitoring and reporting requirements through liaison with the report writing team and the regionally based monitoring teams. To investigate significant breaches of environment permits and evaluate the full environment and financial impacts of such breaches.</p> <p>To be point of contact with regulator at local level.</p> <p>To have a regular visible attendance on site</p> <p>To attend Compliance Meetings for nominated sites as agreed with the EIR Manager.</p>
Within	Company and Statutory Requirements.
According to	Legislative demands, our environment charter, Group requirements and our compliance commitments.

Key stakeholder interaction network



Ideal candidate experience

Qualification in Environmental Sciences or equivalent e.g. WAMITAB.

Professional membership of relevant bodies in order to keep up to date with the latest standards.

Knowledge of legal reporting requirements for example waste return, energy efficiency, permit requirements.

Experience of writing and maintaining an environmental management system.

Area one - Reporting

Details	Delivery measure
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<p>To support the EIR Manager in providing technical and management guidance and support to resolve breaches of environmental compliance alongside operational management teams and ensure actions are rectified appropriately.</p> <p>To provide support and advice to site management in order to enable successful implementation of action plans and ongoing proactive environmental management.</p> <p>Ensure completion of Schedule 6 Part A and B notifications and submission to regulator with required timescales.</p> <p>Production of monthly reports to required timeline.</p> <p>Tracking quarterly waste returns and ensuring submission by required deadline</p> <p>Compiling and submitting annual report to EA and any other report as required by the Environmental Permit.</p> <p>Obtain data from Energy Plants and collate data required for the compilation of the Pollution Inventory Report in February each year.</p> <p>Produce management plans (Fire Prevention Plan -FPP, Odour Management Plan - OMP, Site Management Plan - SMP and Monitoring Management Plan -MMP)which accurately reflect regulatory requirements.</p> <p>EfW- Review CEMS breaches.</p>	<p>Production of reports</p>
<p>In order to</p>	<p>Satisfy legal and corporate requirements.</p>

Area two - Compliance

Details	Delivery measure
<p>To offer support and advice to operational management in order to ensure successful submission of action plans, management plans etc to stakeholders.</p> <p>Management of COMPAS and tracking of regional and regulatory non-compliances, providing advice and support operational management on how to effectively address non-compliances where required and to manage the compilation and preparation of all mitigation for the disclosure of any non-compliances to the Regulatory Authorities.</p>	<p>Compliance performance</p> <p>Industrial alerts</p>

To assist the EIR Manager in the management of regional liaison with local Environment Agency and other relevant regulatory authorities.

Ensure completion of Schedule 6 Part A and B notifications and submission to regulator with required timescales.

Maintain all registers required by the EIR Manager and Operational teams, for example, correspondence register and breach registers.

Arranging, chairing and recording of plant / site compliance meetings.

Review Regulator non-compliances scores and formulate challenge where justified.

Review compliance targets and breaches, liaising with operational staff to find solutions.

To provide advice and support on incident management in order to minimise pollution risk

Correspond with monitoring teams to ensure contingency actions are achieved.

Review technical documents produced by external bodies, consultants and internal stakeholders.

Area three - Management Systems

Details		Delivery measure
<p>To assist the EIR Manager in the roll-out and maintenance of the Integrated Management Systems certification along with hosting external audits as required as required by the business.</p> <p>Assist the EIR Manager in the review of Policies and Procedures as required by the IMS or the OMS at local level.</p>		<p>MC3</p> <p>Audits</p> <p>Regulatory Working Groups, Best practice Groups. Industry Working Groups ie ESA and WRA.</p> <p>EBIT, UKAS procedures</p> <p>EA audit</p>
In order to	In order to inspire, motivate and enthuse the direct team in achieving and exceeding all business and personal goals.	

Area four - Stakeholder Relations

Details		Delivery measure
<ul style="list-style-type: none"> • Host the visits of external auditors or other interested parties as requested by the EIR Manager • Advice and support on legislative changes. • Liaise with external groups and Regulators who are affected by the company's activities • Consult with other business stakeholders to ensure operational activities are representative of business need i.e. permit changes. 		<p>Certification audits</p>
In order to	Embed an open, honest and appropriate information sharing at all levels, maximising collaboration and compliance. Ensure regulator and customers are aware of our performance	

Area five - Training

Details	Delivery measure
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<p>To attend professional development training courses as agreed with Head of EIR / National EIR Manager and EIR Manager and maintain CPD.</p> <p>To provide appropriate training for EIR awareness, policies and procedures, COMPAS and emergency preparedness.</p>	<p>Certifications</p> <p>Compliance performance</p>
<p>In order to</p>	<p>Promote legal and corporate compliance and ensure appropriate information is shared with employees</p>

Area six - Communication

Details	Delivery measure
<ul style="list-style-type: none"> • Cascade compliance / legislation information to the EIR team. • Liaise with other departments within SUEZ e.g. Legal, Procurement, Communications and Bid team. • Cascade compliance / legislation information to the Operational team. • Cascade Environment and Industrial Risk and sustainable development initiatives and assist with providing sustainable development awareness throughout the business. 	<p>Cascades</p>
<p>In order to</p>	<p>Promote information sharing and best practice to improve business efficiencies and compliance</p>

Area seven - Group Environment and Industrial Risk Actions

Details	Delivery measure
<ul style="list-style-type: none"> • Assist the EIR Manager to improve the understanding of Industrial Risk management • Assist Operational teams in the implementation of the related structuring actions (e.g. IRM Self-Assessment, Environmental Liabilities follow-up, WikiRisk...) • Follow the main indicators and share the learnings (from Severe Accident, insurance claims...) 	<p>Delivery of actions identified in the roadmap.</p>
<p>In order to</p>	<p>Ensure a better balance between performance management and industrial risks and ensure a better integration of these two topics.</p>

Area eight - Profitability

Details		Delivery measure
<ul style="list-style-type: none">• Assist in the production of the Team budget• To forecast compliance costs and assist with action plans to minimise costs associated with non-compliance.• Incident management and proactive compliance work to reduce potential financial penalties.		Monthly budget performance
In order to	Improve the financial performance	

Please note

1. In line with our Values and Ethics Charter, the job holder is expected to:
 - Act in an honest, responsible and respectful manner to others.
 - Be responsible for their own professional conduct.
 - Comply everywhere and in all circumstances with the laws and regulations connected with their activities.
 - Comply with our obligations to other parties such as shareholders, associates, clients, suppliers and the community.
 - Ensure the health, safety and wellbeing of employees, customers and other personnel at all times.
2. The content of this job description reflects the main duties and responsibilities of the job and are not intended to form part of the contract of employment. SUEZ may revise the content of the role and responsibilities at its discretion.