Role and responsibilities

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| Identity |

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| **Position title** | Environment and Industrial Risk Advisor |
| **Date** | August 2024 |
| **Line Manager title** | Environment and Industrial Risk Manager |
| **Grade** | 10 |

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| Purpose |

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

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| **Why** | To be a national or regional focal point, as appropriate, 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 our compliance obligations including environmental permits, legislation, EIR management guidelines and relevant ISO and BS standards.  To ensure we comply with all our statutory and corporate environmental monitoring and reporting requirements by supporting and collaborating on the monitoring and report writing processes. To investigate and/ or develop procedures in relation to significant breaches of environment permits. To evaluate environmental aspects and/ or the full environment and financial impacts of significant breaches.  To be point of contact with regulators where appropriate (with regional advisors being the point of contact at local level) including account management such as regulatory invoices and contribution to consultation and regulatory best practice.   |  | | --- | | To have visibility within the business and in particular operations including site visits, regional business reviews, compliance meetings, key projects, and best practice groups where appropriate. | |
| **Within** | Company and Statutory Requirements. |
| **According to** | Compliance obligations including legislative demands, our environment charter, group requirements and contractual agreements. |

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| Key stakeholder interaction network |

Head of EIR, EIR Senior Management, EIR Managers, ,CEO, COO, Regional Directors, Head of H& S Ops

SUEZ Group

ISO 9001, 14001, ISO 45001 , UKAS, ISO 55001

Environment Agency, SEPA, NIEA, European Agencies

All Business Activities, including working groups

Environment Services Association, Trade Bodies,

SUEZ Public Registers

Site Activity

Environment Agency Data Portal

External Customers Supplier Approval requests

Suez Group Reporting

SUEZ Audits

Third party audits

Compliance Performance

Regulators

Statutory UK Legislative Requirements

Statutory European Legislative requirements

Corporate Business Requirements

Consultations

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| Ideal candidate experience |

Qualification in Environmental Sciences or equivalent e.g. degree, WAMITAB or similar.

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

Knowledge of legal reporting requirements for example waste returns, energy efficiency, permit requirements, breach notifications.

Experience of writing and maintaining an environmental management system.

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| Area one - Reporting |

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| **Details** | | **Delivery measure** |
| |  | | --- | | To support provision of technical and management guidance and where required support regional EIR Manager(s) to resolve breaches of environmental compliance alongside operational management teams and ensure actions are rectified appropriately. | | To provide support and advice to site management to enable successful implementation of action plans and ongoing proactive environmental management.  Regional EIR Advisors to ensure completion of Schedule 5/6 Part A and B notifications and submission to regulator with required timescales and tracking quarterly waste returns and ensuring submission by required deadline. Production of internal and external reports to required timeline including compilation and submission of annual reports to the regulator as required by the environmental permit.  Obtain data from Energy Plants and collate data required for the compilation of the Pollution Inventory Report in February each year.  EfW - Review CEMS breaches. | | | Production of reports |
| In order to | Satisfy legal and corporate requirements. | |

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| Area two - Compliance |

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| **Details** | **Delivery measure** |

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| Support of procedures and processes and/ or provide support and advice to operational management to ensure successful submission of action plans, management plans etc to stakeholders.  Management of COMPAS and tracking of regional/ national 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.  Where required, 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 Department and Operational teams, for example, CARS register, fire register, complaints register, correspondence register and breach registers.  Arranging, chairing, and recording of plant / site compliance meetings.  Review Regulator non-compliances scores and formulate challenges 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. | Compliance performance  Industrial alerts |

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| Area three - Management Systems |

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| **Details** | | **Delivery measure** |
| |  |  | | --- | --- | | To assist in the roll-out and maintenance of the Integrated Management Systems certification and supporting the annual surveillance and extension to scope for ISO 14001 and ISO 9001   |  | | --- | | Provision of policies and procedures to ensure compliance obligations are met and assist in the annual review of Policies and Procedures as required by the IMS or the OMS at national or local level. | |   Support procedures and processes on site specific management systems and where required produce and maintain management plans (Fire Prevention Plan, Odour Management Plan, Site Management Plan and Monitoring Management Plan) which accurately reflect regulatory requirements. | | MC3  Audits  Regulatory Working Groups, Best practice Groups. Industry Working Groups Ie ESA and WRA.  EBIT, UKAS procedures  EA audit |
| In order to | To inspire, motivate and enthuse the direct team in achieving and exceeding all business and personal goals. | |

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| Area four - Stakeholder Relations |

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| **Details** | | **Delivery measure** |
| * Host the visits of external auditors or other interested parties as required. * 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. | | Certification audits |
| 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 | |

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| Area five - Training |

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

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| Area six - Communication |

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| **Details** | | **Delivery measure** |
| * 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. | | Cascades |
| In order to | Promote information sharing and best practice to improve business efficiencies and compliance | |

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| Area seven - Group Environment and Industrial Risk Actions |

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| **Details** | | **Delivery measure** |
| * Assist the EIR Senior Management and/ or EIR Manager(s) 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…) | | Delivery of actions identified in the roadmap. |
| In order to | Ensure a better balance between performance management and industrial risks and ensure a better integration of these two topics. | |

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| Area eight - Profitability |

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| Details | | Delivery measure |
| * 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 | |

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| 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.

1. 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.