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| newground no background.png | **JOB DESCRIPTION** |
| **Job Title:** | **EHS Compliance Advisor** |
| **Department:** | **The Compliance People, Newground Business Services** |
| **Office Location:** | Bob Watts Building, 193 Bolton Road, Blackburn, BB2 3GE |
| **Grade** | 7 |
| **Job Purpose** | 1. To maintain registers of environment and health & safety legislation, provided to subscribers of The Compliance People’s Legislation Update Service (LUS). 2. To contribute to ensuring that all environment and health & safety legal content is complete, accurate, comprehensible and up-to-date. 3. To contribute to the development of accurate and creative resources relating to environment, health and safety compliance and management systems. 4. To manage and contribute to ‘helpline’ support to clients on general environmental, health & safety compliance enquiries. 5. To guide users in setting up their legal registers. 6. To develop and deliver health, safety, environment and / or quality training to the EHS Resource Team and the wider LUS Team. 7. To provide input into the continued product development of the Legislation Update Service (LUS). 8. To get to know our customers’ needs and ensure legal compliance content and resources meet those needs. |
| **Reporting To** | Environment and Health & Safety Resource Manager |
| **Staff Mgt Responsibilities** | Provide support and guidance to other members of the EHS Resource Team. |
| **Range of Decision Making** | Daily decisions relating to the prime objectives of post and within established policies and procedures. |
| **Responsibility for Assets, Materials Etc.** | Access to computer information and confidential material etc, therefore responsible for the security and management of it under the provisions of the Data Protection Act. |
| **Budgetary Responsibilities** | None |
| **Key Contacts** | The Compliance People customers and consultants |
| **Essential Duties & Responsibilities**  **Key Responsibilities and Accountabilities** | 1. Monitor and evaluate RSS feeds and other sources of information to identify EU, UK and ROI environment and health & safety legislation to be included in the Legislation Update Service (LUS). 2. Identify, prioritise and assign EU, UK and ROI environment and health & safety legislation to be added to LUS. 3. Use practical experience and creative writing skills to interpret legislation, research information sources and translate law into understandable summaries, written in way that makes them accessible to customers. 4. Contribute to ensuring all environment and health & safety legal content and resources are complete and accurate by proofing LUS entries and giving feedback to the author (regarding changes, clarifications) etc. 5. Contribute to the development, implementation and improvement of processes for production of LUS content by identifying gaps and/or potential improvements in current processes. 6. Conduct periodic review and spot checks of LUS content, paying particular attention to style, consistency and quality of LUS entries. 7. Actively review existing product content and resources to improve accuracy interpretation, style, quality and customer experience. 8. Assist with formalising and documenting LUS legislative and non-legislative content processes to achieve and maintain consistency. 9. Support the EHS Resource Officers in fulfilling their duties. 10. Assist with the creation of educational resources and other content relevant to health & safety, environment and related management system standards. 11. Develop competencies, knowledge and experience across a range of business sectors through CPD opportunities. 12. Develop and deliver formal structured health, safety, environment and / or quality training to the EHS Resource Team and wider LUS Team to improve their understanding of the practical application of the law 13. Deliver on-the-job training to the EHS Resource Team and wider LUS team to maintain and improve LUS content consistency and quality. 14. Maintain and develop relationships with internal stakeholders. 15. Meet individual productivity targets and contribute to collective team and division strategic objectives. 16. Contribute to updating and refreshing general website content for the Business Services division 17. Undertake such duties as may be agreed with your line manager. |
| **Liaison / Networking** | 1. Attend and participate in relevant forums, networking events, exhibitions, presentations and seminars. 2. Develop working relationships with The Compliance People clients and internal/external stakeholders. |
| **Administration** | 1. Contribute to formal reporting procedures to enable efficient and accurate reporting of activity and achievements against any individual and team targets. |
| **Continual Personal & Professional Development** | 1. Stay attuned to technological and market developments in the industry. 2. Maintain awareness of EU, UK and ROI environment, health and safety and environmental legislation. 3. Undertake training and professional development in order to develop skills, maintain knowledge base and continue to meet the requirements of the post. 4. Keep up-to-date with current and emerging issues relevant to “The Compliance People” portfolio of services, assisting where appropriate in the development of new services. 5. Attend marketing events, team meetings, and functions as required. |
| **Corporate Duties** | 1. Adhere to all Newground processes and policies and maintain customer confidentiality. 2. Ensure Newground and product brands and corporate values are evident to the customer at all times. 3. Understand and adhere to the Newground vision & values. 4. Abide by the objectives and targets of the business and follow the procedures and practices utilised in all aspects of the work, including computerised and manual systems and the maintenance of relevant records 5. Fulfil personal requirements, where appropriate, with regard to Company policies and procedures, particularly health and safety, equality and diversity, customer care, emergency evacuation, security, work standards and promotion of the Company’s core values. 6. To attend any training and development events considered necessary. |
| **Notes** | This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management’s discretion in the future. As a general term of employment, the Company may affect any necessary change in job content, or may require the postholder to undertake other duties, at any location in the Company’s service, provided that such changes are appropriate to the employee’s remuneration and status. |

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| newground no background.png | | | | | **PERSON SPECIFICATION** | |
| **Job Title:** | | | | Environment and Health & Safety Compliance Advisor | | |
| **Department:** | | | | **The Compliance People, Newground Business Services** | | |
| **Grade:** | | | | **7** | | |
| **Office Location:** | | | | Bob Watts Building, 193 Bolton Road, Blackburn, BB2 3GE | | |
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| Assessment Code: | | | | | | |
| **E** | You must have these attributes as they are the ESSENTIAL requirements of the post. | | | | | |
| **D** | These attributes are DESIRABLE and therefore an advantage | | | | | |
|  | | **Attributes** | | | | **E/D** |
| Experience | | 1. Significant experience of working as an EHS practitioner or auditor in the UK and/ ROI. | | | | E |
| 1. Experience of working with environment, health & safety management systems. | | | | E |
| 1. Experience of working with/auditing to ISO 9001 quality management systems. | | | | D |
| 1. Experience of conducting 1st, 2nd or 3rd party legal compliance audits across a wide spectrum of industries. | | | | D |
| 1. Experience of developing and delivering in-house and online training and workshops. | | | | D |
| 1. Experience of working to and achieving performance targets. | | | | D |
| 1. Experience of using Microsoft Teams and associated office applications | | | | D |
| 1. Experience of remote working. | | | | D |
| Knowledge & Expertise | | 1. A comprehensive knowledge of EU and UK health, safety and environmental legislation and best practice and its practical application within a business environment. | | | | E |
| 1. A comprehensive knowledge of ROI health, safety and environmental legislation. | | | | D |
| 1. Sound knowledge of health, safety, environment issues, principles and practices relevant to the public and private sectors and across a range of business sectors. | | | | E |
| 1. Sound knowledge of at least one of the following management systems standards: ISO14001 and ISO 45001. | | | | E |
| 1. Understanding of ISO 9001 and/or ISO 50001. | | | | D |
| 1. Ability to positively influence internal stakeholders and maintain effective working relationships within the Contents and wider Compliance People Team. | | | | E |
| 1. Ability to grasp complex legal concepts quickly. | | | | E |
| 1. Excellent verbal and written communication skills with the ability to explain complex legal issues in writing, by telephone and face-to-face. | | | | E |
| 1. Proven organisational skills with the ability to prioritise tasks, deliver on time and work well under pressure. | | | | E |
| 1. Create thinker willing to share ideas. | | | | D |
| 1. Willing to take the initiative and lead on improvements. | | | | E |
| 1. Ability to organise own personal workload and support others when called upon. | | | | E |
| 1. Flexible approach to working hours to achieve work demands/priorities. | | | | E |
| Education & Qualifications | | 1. Appropriate professional status / qualification, dependent on area of specialism and level of experience eg. IEMA auditor status, NEBOSH diploma, CEnv etc | | | | E |
| 1. Ability to demonstrate a commitment to Continuous Professional Development. | | | | E |
| 1. Membership of an appropriate professional body | | | | D |
| 1. Train-the-trainer qualification, e.g PTLLS or proven ability to train | | | | D |
| **Key Competencies** | | | | | | |
| **Heading** | | **Level** | **Definition** | | | |
| Delivering Excellent Customer Service | | 2 | * Customer Orientation – The ability to recognise both internal and external customers and the willingness to co-operate with them fully to help them achieve their objectives. | | | |
| * Ability to work with customers, partners and Newground personnel at all levels from MD downwards establishing credibility and building trusted status. | | | |
| Communicating & Influencing | | 3 | * Relationship Building – The ability and willingness to develop and exploit a range of productive relationships both inside and outside the team. | | | |
| * Communication – The ability to speak and write to be clearly understood by others using appropriate language, vocabulary and style. | | | |
| Delivering High Performance | | 3 | * Organising Work – the ability to marshal and manage resources (people, funding, materials and support) to achieve a project or task. Able to manage own time efficiently and to handle multiple activities in parallel to accomplish the goals. | | | |
| * Achievement Orientation – The determination to set oneself and meet high standards, exceeding norms and expectations. | | | |
| Managing Change | | 2 | * Willingness to listen, contribute and adapt to a rapidly changing environment | | | |
| * Constructively challenges existing practices to seek the most effective way of working | | | |
| Making Decisions & Solving Problems | | 3 | * Analysis – The ability to gather relevant information, notice relationships between different pieces of information, reason from cause to effect and generate effective solutions to practical problems. | | | |
| * Provides advice, challenge and support for others when they are making decisions. | | | |
| Developing Self & Others | | 3 | * Business Awareness – An understanding of the processes and issues relevant to one’s job. This ranges from job knowledge to an appreciation of complex internal and external business issues and trends. | | | |
| * Keen to develop their personal knowledge and understanding to benefit the team. | | | |
| Acting Commercially | | 2 | * Commercial awareness to identify new business opportunities with existing customers and increase retention revenue | | | |
| * Meeting and exceeding sales targets | | | |
| Building Effective Teams | | 3 | * Creativity – The ability and willingness to generate new ideas and to recognise and build upon those of others. | | | |
| * Working with all stakeholders, ability to understand business priorities and activities to resolve conflicting demands for the same resources. | | | |
| Equality & Diversity | | 2 | * Incorporates ideas and concepts from different backgrounds creatively | | | |
| * Shows empathy and sensitivity in dealing with all people. | | | |