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| newground no background.png | **JOB DESCRIPTION** |
| **Job Title:** | **Environment and Health & Safety Compliance Officer** |
| **Department:** | **The Compliance People, Newground Business Services** |
| **Office Location:** | Bob Watts Building, 193 Bolton Road, Blackburn, BB2 3GE |
| **Grade** | 5 |
| **Job Purpose** | 1. To maintain registers of environment and health & safety legislation, providing subscribers to the Legislation Update Service (LUS) with up-to-date, accurate summaries of EU, UK and ROI law.
2. To produce monthly environment and health & safety newsletters for LUS subscribers and other clients.
3. To contribute to ensuring that all EU, UK and ROI environment and health and safety legal content is complete, accurate, comprehensible and up-to-date.
4. To provide ‘helpline’ support to clients on general environment and health & safety compliance enquiries.
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| **Reporting To** | Environment and Health & Safety Resource Manager |
| **Staff Management Responsibilities** | None  |
| **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** | LUS Subscribers, Produce Sales, Customer Success, Development, Marketing and Consultancy functions |
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| **Essential Duties & Responsibilities****Key Responsibilities and Accountabilities** | 1. Interpret EU, UK and ROI environment and health & safety legislation to produce summaries that meet the LUS style, consistency and quality requirements.
2. Contribute to ensuring environment and health & safety legal content resources are complete and accurate by proofing LUS entries and giving feedback to the author (regarding changes, clarifications) etc.
3. To assist in the development of resources and original compliance based content.
4. Contribute to the development, implementation and improvement of processes for production of LUS content by identifying gaps and/or potential improvements in current processes.
5. To respond to helpline enquiries from clients on general environment and health & safety compliance issues, with support from the compliance team.
6. To contribute to updating and refreshing general website content for The Compliance People website.
7. To support the EHS Resource Trainee in fulfilling their duties.
8. Meet individual productivity targets and contribute to collective team and division strategic objectives.
9. To undertake such duties as may from time to time be agreed with your line manager.
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| **Liaison / Networking** | 1. Develop working relationships with The Compliance People clients and internal/external stakeholders.
2. Attend and participate in relevant forums, networking events, exhibitions, presentations and seminars.
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| **Administration** | 1. Contribute to formal reporting procedures to enable efficient and accurate reporting of activity and achievements against any individual and team objectives..
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| **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 & 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. Acquire and maintain a good working knowledge of ISO management systems.
5. Attend train-the-trainer (PTLLS) or equivalent course in order to deliver on-the-job and formal structured training, in-house.
6. Obtain appropriate professional status/qualification, e.g. IEMA auditor status, NEBOSH Diploma.
7. Attend structured auditor training.
8. Shadow consultants carrying out legal compliance audits in order to expand exposure to different industries, environment and health & safety issues and understand the practical application of EHS legislation.
9. Actively seek to continually enhance understanding of our products and services and value proposition.
10. Attend and participate in relevant forums, networking events, exhibitions, presentations and seminars as required.
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| **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.
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| **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 Resource Officer |
| **Department:** | **Newground Business Services** |
| **Grade:** | **5** |
| **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 |
| **NB:** | Successful candidates will be expected to submit any necessary documentary evidence for validation purposes (e.g. references, original certificates etc) |
|  | **Attributes** | **E/D** |
| Experience | 1. Demonstrable effective use of verbal and written communication skills to explain complex legal issues in writing, by telephone and face-to-face.
 | E |
| 1. Experience of working to established processes. Uses initiative to identify gaps, improvements and solutions to problems.
 | E |
| 1. Experience of successfully leading small scale projects to completion.
 | E |
| 1. Experience of meeting strict deadlines and targets.
 | E |
| 1. Experience of remote working.
 | E |
| 1. Ability to work without strict supervision.
 | E |
| Knowledge & Expertise | 1. Knowledge of EU, UK and ROI environment and health & safety legislation and wider related issues affecting businesses.
 | E |
| 1. An understanding of the legal framework in the UK, EU and ROI.
 | E |
| 1. Ability to research information and present it in a clear format appropriate to the audience.
 | E |
| 1. Proven organisational skills with the ability to prioritise tasks and meet deadlines.
 | E |
| 1. Ability to work individually, as part of a team and to lead a team when asked to do so.
 | E |
| 1. Excellent communication skills with the ability to effectively communicate with business clients face-to-face, by telephone, email and social media.
 | E |
| Education & Qualifications | 1. Professional qualification in environment management e.g. NEBOSH Certificate in Environmental Management
 | E |
| 1. Professional qualification in health & safety management e.g. NEBOSH National General Certificate in Occupational Health and Safety.
 | E |
| 1. IEMA membership at a minimum of graduate level, or equivalent with an alternative environmental professional membership body.
 | E |
| 1. IOSH membership at a minimum of associate level, or equivalent with an alternative health and safety professional membership body.
 | E |
| 1. Ability to demonstrate a commitment to Continuous Professional Development
 | E |
| Other | 1. Full Driving Licence, and the use of own vehicle with insurance for business use to undertake occasional travel across the North West.
 | D |
| 1. Flexible approach to working hours in order to achieve work demands/priorities
 | E |
| 1. Ability to organise personal workload with a minimum of supervision.
 | E |
| 1. Ability to work proactively on own initiative with minimum supervision
 | E |
| **NB** Only those competencies below which are indicated by a tick will be assessed as part of the selection process for this job. However, for successful candidates, all competencies listed will be assessed during the probationary period (where this applies), in ongoing one-to-one meetings and as part of the annual appraisal process |
| **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 | 2 | * 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 | 2 | * 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 | 2 | * 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 | 2 | * 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 | 2 | * Creativity – The ability and willingness to generate new ideas and to recognise and build upon those of others.
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| * 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.
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