

<b>JOB TITLE</b>	Environmental, Health and Safety Manager
<b>LOCATION</b>	Dunbar
<b>EMPLOYMENT</b>	Permanent
<b>REPORTS TO</b>	Plant Manager

#### DESCRIPTION OF FUNCTION

- To provide environmental, health and safety and quality leadership across the site, this includes other site facilities and the associated Transfer Stations, as a champion of compliance and best practice.
- To assist in the management of the Company's environmental responsibilities in compliance with environmental permits and licenses.
- To be responsible for the management of safety systems and safe systems of work within the site.
- To monitor and manage at site level compliance with relevant ISO quality and other accreditations.

#### JOB RESPONSIBILITIES & DUTIES

- Establishment of site procedures and systems, including discharge of relevant permit and planning conditions relating to role function during site commissioning and mobilisation period prior to normal operations being established.
- Ensuring compliance with site environmental permits or licences as well as specific working plans, including general administration and auditing.
- The management of monitoring regimes for the site. To ensure that all monitoring/recording is carried out in line with permit requirements, company procedures and industry best practice in a safe manner at all times.
- Review monitoring data collected and provide guidance/advice/corrective actions on problems identified.
- Preparation of environmental monitoring reports and submissions to internal and external bodies in compliance with permits and licences, and in accordance with company procedures.
- The interpretation of relevant environmental data to assess and improve the effectiveness of current control measures at the site, managing appropriate actions to prevent environmental breaches or other environmental incidents.
- Regular communication with the Plant Manager, facility operations and technical staff regarding ongoing environmental control, ensuring all personnel are provided with relevant data and information within agreed timescales.
- Ensuring that the quality of the environmental monitoring and management systems and infrastructure on site are maintained at optimum levels and where necessary oversee and assist in maintenance duties as required by the Plant Manager.
- Act as a focus for all health and safety issues, liaising closely with central SHEQS team to ensure best practice.
- Chair regular Group safety meetings to communicate issues both ways, acting to resolve outstanding and arising items.
- Ensure timely reporting of incidents and accidents in line with statutory and company requirements.
- Lead investigations into safety and environmental incidents and accidents, to identify root causes and recommendations for improvement.

**CAPABILITY PROFILE; KNOWLEDGE, SKILLS AND EXPERIENCE**

**KNOWLEDGE**

**Essential**

- E1 – Extensive knowledge of the technical aspects of waste management.
- KE2 – Thorough understanding of environmental regulation including permitting, licensing etc.
- KE3 – Knowledge of environmental databases and analysis software
- KE4 - Knowledge and understanding of health and safety legislation and best practice
- KE5 – Knowledge of Continuous Emission Monitoring (CEMS) systems

**Desirable**

- KD1 – Understanding of power generation or process technology.
- KD2 - Awareness of the relevant management standards OHSAS18001, ISO9001, ISO14001 and ISO50001

**SKILLS**

**Essential**

- SE1 – Good analytical skills with a clear thought process and high level of accuracy.
- SE2 – Highly computer literate with the ability to interpret and collate environmental data.
- SE3 – Team management and leadership skills
- SE4 – Self-motivated with the ability to work to deadlines and constantly juggle priorities
- SE5 – Excellent attention to detail
- SE6 – Good team player
- SE7 – Strong interpersonal and influencing skills.
- SE8 – Good written and oral skills .

**EXPERIENCE**

**Essential**

- EE1 – Significant experience of permitted / regulated activities and processes, preferably within a controlled emissions environment
- EE2 – Experience of managing health and safety within a complex workplace
- EE3 - Practical experience of data management and interpretation using Excel and other data analysis software.
- EE4 – Experience of environmental databases

**Desirable**

- ED1 – Experience of alternative waste treatment technologies
- ED2 –Contract administration and management

**QUALIFICATIONS**

**Essential**

- QE1 – Science based Degree (or equivalent in relevant subject) or comparable experience
- QE2 – IOSH / NEBOSH (or equivalent) safety qualification

**Desirable**

- QD1 – Active corporate member of the CIWM and other relevant professional bodies
- QD2 – Full, clean driving licence