

<b>JOB TITLE</b>	Fuel Compliance Officer - ETS
<b>LOCATION</b>	West of England (Regional)
<b>REPORTING TO</b>	Head of Contracts and Commercial

#### DESCRIPTION OF FUNCTION

The Fuel Compliance Officer is responsible for site inspections, sampling and visiting customer premises to ensure compliance with the ERF fuel specification. This is for the purposes of ensuring a representative quality of input during the Monitoring Reporting and Verification (MRV) period for the Emissions Trading Scheme (ETS).

Reporting non-conformances, production of inspection reports and follow up of improvement action plans  
Liaison with Contract Managers & Administration Staff, Customers, and ERF staff with regards to fuel quality.

#### JOB RESPONSIBILITIES

- Oversea and co-ordinate the MRV Environmental Services Association (ESA) sampling protocol and liaise with internal and external stakeholders.
- Compiling and comparing MRV sampling protocol data with C14 stack analysis data in conjunction with the SHEQS team.
- Working effectively and safely at customer facilities, and the ERF tipping hall as required to ensure fuel inputs conform to the required specification.
- Undertake random inspections at customer facilities, and in the ERF tipping hall of delivered waste in conjunction with the ERF staff if required, to ensure compliance with the waste acceptance protocols.
- Advising customers of the waste specification and any non-conformances identified.
- Advising customers of corrective action in the event of non-conformances identified during site visits.
- Provide assistance with customer support, by e-mail, telephone, and in person as required.
- Produce reports as required.
- Undertake additional or amended duties as appropriate to the post as may be required from time to time.
- Undertake training as required and provided by the company.
- Take samples of fuel for referral to an appointed laboratory for further analysis and ensure that analytical data is reviewed against ERF fuel specifications.

Other Key Tasks

- Ensure successful implementation of the Quarterly MRV composition testing protocol.
- Performing waste inspections at customer premises, and of delivered waste to the ERF to ensure compliance with the waste acceptance protocol.
- Reporting on results of waste inspections
- Customer facing role
- Ensuring adequate communications with customers, Contract Team and ERF staff.

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

<p><b>Knowledge</b> <b><u>Essential</u></b> KE1 – Ability to recognise different types of waste streams and types. KE2 – Knowledge of problematic/non-conforming wastes KE3 - Health and Safety</p> <p><b><u>Desirable</u></b> KD1 - Detailed knowledge of the waste management industry.</p> <p><b>Experience</b> <b><u>Essential</u></b> EE1 – Experience of working in the Waste Industry. EE2 – Waste sampling and waste characterisation. EE3 – Experience of dealing with customers</p> <p><b><u>Desirable</u></b> EE1 – N/A</p>	<p><b>Skills</b> <b><u>Essential</u></b> SE1 – Computer Literacy including Excel SE2 – Good communication skills</p> <p><b><u>Desirable</u></b> SD1 – Interpretation of analytical reports</p> <p><b>Qualifications</b> <b><u>Essential</u></b> QE1 – Mathematics and English GCSE or equivalent QE2 – Driving Licence</p> <p><b><u>Desirable</u></b> QD1 – N/A</p>
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