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<b>POSITION:</b>	<b>Compliance Governance Manager</b>
<b>AREA</b>	<b>Compliance</b>
<b>REPORTING TO</b>	<b>Quality, Environmental, Health and Safety Director</b>
<b>LOCATION:</b>	<b>STGP Radford Head Office, Enstone, Oxfordshire</b>
	<b>Nearest STGP Facility/ or Offices with travel to Radford and</b>
	<b>STC</b>

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### WHO ARE SEVERN TRENT GREEN POWER?

Severn Trent Green Power is a subsidiary of the FTSE 100 listed Severn Trent plc.

Severn Trent Green Power is an award-winning, successful, national, independent company with an excellent reputation in the organic waste and renewable energy sector. The company's strategy is to continue to develop as a market leader in the recycling and processing of organic wastes and generation of renewable energy from such organic wastes. Underpinning our success is an entrepreneurial team focused on providing quality solutions to our existing and potential customers

The Compliance Team operates across the company, ensuring external regulatory requirements and commitments are met, that the company adheres to its Integrated Management System and that working practices are safe for our own teams and visitors.

### WHAT IS THE FUNCTION OF THIS ROLE?

#### ROLE SUMMARY:

The role of the Compliance Governance Manager is the central hub to the Compliance team. You will manage the Compliance Governance Framework detailing regulations, industry and legal commitments including GDPR, develop the Assurance Plan and Audit Roadmap in conjunction with the Compliance Manager, manage the team policies and documentation, oversee permit and accreditation activities including consultations and external requests for information. You will also be the central source of team MI as required by the QEHS Director and Executive Leadership Team.

### What does success look like?

STGP ISO accreditation is maintained. All external regulatory reports, returns and consultations are adhered to. The QEHS Director and Executive Leadership Team are fully informed of STGP's compliance position, ongoing actions and mitigation and the Compliance Team is an effective, dynamic group which meets the requirements of the business and beyond.

## KEY ROLE RESPONSIBILITIES:

### Regulatory Frameworks, Accreditation and Reporting

- Governance and management of Compliance Framework: capture, continually development and maintain full scope of regulatory requirements that STGP is to adhere to, managed in line with assurance plan, performance is measured against all obligations and gaps are tracked through effective action plans and reporting.
- Robust management of STGP's Integrated Management System, ensuring continued accreditation to ISO 9001, ISO 14001 and ISO 45001. Actions across the business are tracked, managed and fulfilled in full and on time.
- Manage GDPR framework and requirements, engaging with Severn Trent Centre (STC) as required.
- Manage Risk and Controls Matrix, ensuring operational owners for all risks and agreed mitigation. Lead and coordinate requirements of corporate risk register, Magique, ensuring risks and controls are current, with Director signed-off and engage with STC as required.
- Oversight of EA permit requirements, variation submissions and adherence.
- Oversight of regulatory reporting returns, e.g. EA Waste Returns, Consultations (including engagement with key STGP stakeholders) and Requests for Information. Ensuring all requirements are fulfilled on time and in full.
- Continually track market developments, horizon scanning and share insight with QEHS Director, team colleagues and propose adjustments where required.
- Provide expert advice and practical guidance to all areas of the business on compliance and ISO requirements.
- Develop, manage and produce effective reporting MI and data analysis as required by QEHS Director and wider stakeholders and lead Compliance Meetings as required.
- Support other Corporate functions and deliver required reporting into ST plc relating to ERM, Business Continuity Management, RAG5, compliance with Group policies.

### External Audits and Engagement

- Management of External audit plan, ensuring activities are planned and coordinated. Support the coordination and engagement with external auditors and agencies with Compliance Manager. Additionally work with Compliance Manager to support internal assurance activities across regulatory and legal requirements and commitments.
- Develop relationships with key external stakeholders including auditors, regulatory agencies as required.

### Team Management

- Support and promote a positive compliance and HSW culture across all areas of STGP.
- Actively participate in team engagement activities and be a positive ambassador for the Compliance Team and STGP.
- Be an effective team leader, fulfil management requirements and support performance and development of direct report/s.

## Green Power

## WHAT DO YOU NEED TO SUCCEED IN THIS ROLE?

Skills and Experience	Desirable Qualifications and Experience	Work Attitude
<ul style="list-style-type: none"> <li>Great leadership skills that inspire colleagues</li> <li>Ability to practically apply compliance to operational situations</li> <li>Strong analytical aptitude and ability to convey complex information articulately</li> <li>IT Literate: highly proficient in MS applications, particularly Excel and PowerPoint</li> <li>Audit management</li> <li>Attention to detail</li> <li>Full UK driving licence for business travel</li> </ul>	<ul style="list-style-type: none"> <li>Strong compliance / assurance background with practical experience in regulatory framework, ISO, GDPR management</li> <li>Knowledge of waste and recycling legislation and environment knowledge preferred</li> <li>Experience of working in regulated industry preferred</li> <li>Educated to degree level</li> </ul>	<ul style="list-style-type: none"> <li>Flexibility in approach and ability to prioritise</li> <li>Experience of working in fast paced environment</li> <li>Attention to detail</li> <li>Positive and professional work ethics</li> </ul>

## EXCELLENT RELATIONSHIP MANAGEMENT:

Fostering healthy and effective working relationships with the following stakeholders will be the key to success in this role:

**Internal:**

QEHS Director  
Executive Leadership Team  
Compliance Team  
STGP colleagues including site operatives  
STC colleagues

**External:**

Regulatory agencies including EA, NRW, APHA, HSE, Traffic Commissioner, Ofgem  
Auditors  
STGP Service Providers

## WHAT CAN WE OFFER YOU?

Our success depends on our people and it's our people that are making the difference every day - helping us create value for our customers by working in partnership with them to create an effective and sustainable organic waste management strategy.

In return, we offer great opportunities to grow in a company culture that fosters creativity, innovation, personal growth, job satisfaction and career development.

## REMUNERATION &amp; BENEFITS:

- Competitive Salary
- Car Allowance
- 25 days holiday + 8 Bank holidays
- Ability to buy and sell annual leave
- Annual company bonus scheme (linked to key performance indicator)

Company Pension Scheme  
Occupational Health Cover  
Well Being and life style choices  
Company Sharesave Scheme

