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| POSITION: | Permits and Accreditation Officer |
| AREA | Compliance |
| REPORTING TO | Compliance Governance Manager |
| LOCATION: | STGP Radford Head Office, Enstone, Oxfordshire |
| HOURS: | Full time 40 hours per week hours per week |

WHO ARE SEVERN TRENT GREEN POWER?

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:

As Permits and Accreditation Officer, you will be accountable for oversight of EPR Environmental Permits and ensure that operational activities are aligned to permit requirements. Where variances occur, or regulatory bodies identify areas for improvements, you will be required to undertake permit variations, where applicable, and oversee action plans for the delivery of any improvements identified.

You will be required to support other regulatory accreditation and support the management of the Integrated Management System and support ISO accreditation.

You will be responsible for the management, coordination and completion of consultation and requests for information from third parties and regulatory reporting, e.g. Annual Performance Reports, Quarterly Waste Returns, ensuring they are completed accurately, on time and in full, with appropriate consultation from key business stakeholders

KEY ROLE RESPONSIBILITIES:

- Leading activities and actions relating to the permitting of STGP sites and completing and submitting permit variations where required, ensuring all requirements are completed.
- Overseeing Action Plans to ensure all required recommendations and improvements are completed on time and in full. Escalating issues and concerns if any should arise.
- Lead and support other regulatory accreditation where required.
- Professional ambassador for STGP and ability to represent the company with regulatory stakeholders, external auditors and internal teams.
- Management of RFI and Consultations Framework document, log, process and reporting.

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- Accurate completion of consultation documents and requests for information from third party agencies, ensuring information is complete and provided on time. You will engage with key STGP stakeholders to collate views and compile requirements.
- Completion of required regulatory reporting, ensuring submissions are accurate, on time and in full, e.g. Annual Performance Reports, Quarterly Waste Returns.
- Support the management of the Integrated Management System and support ISO accreditation.

What does success look like?

- Permits and accreditation are maintained and all requirements are fulfilled.
- External Regulatory reports, returns and consultations are ready at any time for inspection
- Audits are effectively executed
- Compliance Team is an effective, dynamic group which meets the requirements of the business.

WHAT DO YOU NEED TO SUCCEED IN THIS ROLE?

| Skills | Desirable Qualifications and Experience | Work Attitude |
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| <ul style="list-style-type: none"> • Well-developed written and verbal communication skills • Ability to prioritise and manage own workload • Strong data analytical aptitude and ability to convey complex information articulately • Audit management and planning • Outstanding attention to detail • Full UK driving license for business travel • Effective stakeholder management | <ul style="list-style-type: none"> • Practical experience of environmental and waste management • Thorough knowledge and application of the Environmental Permitting Regulations • Ability to document procedures advantageous • Experience of working in regulated industry preferred | <ul style="list-style-type: none"> • Flexibility in approach and ability to prioritise • Experience of working in fast paced environment • Attention to detail • Positive and professional work ethics |

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EXCELLENT RELATIONSHIP MANAGEMENT:

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

ST Green Power team members:

- Exec board
- Managers in all departments

External

- Local authority customers/ potential customers
- Suppliers/ potential suppliers
- Environmental Agency
- Health and Safety Executive
- Consultants

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 & BENEFITS:

- Competitive Salary
- 25 days holiday + 8 Bank holidays
- Ability to buy and sell annual leave
- Annual company bonus scheme (linked to key performance indicators)
- Company pension scheme
- Occupational health cover
- Well being and life style choices
- Life insurance

