

## JOB DESCRIPTION

Position: Compliance Governance Officer

Line Manager: Compliance Governance Manager

Team: Compliance Team

Location: Radford, Oxfordshire / Coventry / Site Locations

### The Company

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.

### Brief description of your role (what you need to do)

The role of the Compliance Governance Officer is to support the Compliance Governance Manager and be the central hub to the Compliance team. You will support the development and management of the Compliance Governance Frameworks which details regulations, industry and legal commitments including GDPR and captures assurance review requirements, findings, outcomes and action plans.

You will support the management of the Integrated Management System, ensuring documentation including policies and procedures are current and accessible. You will be responsible for the management of the Compliance Dashboard and manage a suite of management reports, as required by the Quality, Environmental, Health and Safety (QEHS) Director, Executive Leadership Team and Compliance Governance Manager. You will support internal assurance requirements and the preparation for external audits.

You will undertake research activities and lead and deliver on projects into areas of compliance as required. You will support the development of future compliance governance activities, e.g. the expansion into new ISO accreditation where agreed.

You will support the development and management of the Risk and Controls Matrix and provide robust reporting to demonstrate the effective management of risks and where actions are required.

You will engage with stakeholders at all levels, office and site teams, Severn Trent Group colleagues and regulators.

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## Major responsibilities

### **Regulatory Frameworks, Accreditation and Reporting**

- Support the development and management of the Compliance Framework: capture and maintain full scope of regulatory requirements that STGP is to adhere to, manage the review requirements in line with the assurance plan, performance is measured against all obligations and gaps are tracked through effective action plans and reporting.
- Support the 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 work within the GDPR framework, processes and requirements, engaging with Severn Trent Centre (STC) as required.
- Support the management of the Risk and Controls Matrix, ensuring operational owners for all risks and agreed mitigation. Coordinate requirements of corporate risk register, Magique, ensuring risks and controls are current, with Director signed-off and engage with STC as required.
- Continually track market developments, horizon scanning and share insight with QEHS Director, Compliance Governance Manager, 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, Compliance Governance Manager and wider stakeholders and present as required.
- Lead and deliver compliance-related projects as directed and investigate new technologies where they support the efficient operation of Compliance and/or operational colleagues. Report and make recommendations on findings.
- Manage Team communications to the wider organisation on matters of compliance.
- Support other Corporate functions and deliver required reporting into ST plc relating to Enterprise Risk Management (ERM) systems, Business Continuity Management, RAG5, compliance with Group policies, as required by Compliance Governance Manager.
- Management of Compliance documentation.
- Undertake any other requirements as requested by QEHS Director and Compliance Governance Manager.

### **External Audits and Engagement**

- Support the preparation and delivery of external audits, ensuring activities are planned and coordinated. Additionally work with Compliance Management team to support internal assurance activities across regulatory and legal requirements and commitments.
- Develop relationships with key external stakeholders including auditors, regulatory agencies as required and office/on site colleagues.

### **Team Engagement**

- 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.
- Undertake any other tasks required of the role.

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Core Skills, Qualifications and work attitude needed for this position

Skills	Qualifications & experience	Work attitude
<ul style="list-style-type: none"> <li>➤ Well-developed written and verbal communication skills.</li> <li>➤ Excellent MS Office skills, particularly Excel, Powerpoint and good knowledge of PowerBI.</li> <li>➤ Ability to effectively manage complex compliance frameworks and processes.</li> <li>➤ Ability to instigate, control and deliver projects.</li> <li>➤ Ability to prioritise and manage own workload.</li> <li>➤ Strong data analytical aptitude and ability to convey legislation and complex information articulately.</li> <li>➤ Audit planning/preparation.</li> <li>➤ Good attention to detail.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Experience of working to Integrated Management System – ISO 9001/14001/45001.</li> <li>➤ Proven track record in instigation, control and delivery of projects.</li> <li>➤ Experience of developing and delivering robust management reporting.</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>➤ Ability to work to deadlines.</li> <li>➤ Attention to detail.</li> <li>➤ Positive and professional work ethics.</li> </ul>

What does success look like?

- Robust compliance frameworks exist that clearly identify the regulations and commitments that STGP is to adhere to with reliable performance reporting against those commitments.
- STGP continues to be successfully accredited to ISO 9001, 14001 and 45001 and certifications, permits, approvals and licenses are maintained, including PAS 100, PAS 110, APHA, DVLA and EA requirements.
- Business teams effectively have access to all current company documentation, policies and procedures.
- Appropriate framework and processes exist to ensure adherence to GDPR requirements.
- Compliance reporting is fulfilled on time and in full.
- Risk and mitigating controls are documented and agreed.
- Business and team targets are fully met.