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

WHAT IS THE FUNCTION OF THIS ROLE?

As a senior member of the Compliance Team, you will ensure that the business site operations comply with legal, regulatory and other requirements including the company's Integrated Management System, Environmental Permits, ABHA approvals and PAS 110/100 accreditation, through the regular auditing and monitoring of operational sites and the company Head Office.

You will lead a team of Compliance Delivery Officers located across the business' operational areas and a Compliance Administrative Assistant in their duties.

ROLE SUMMARY:

This full-time roles' core responsibilities are to ensure compliance documentation is current and fully maintained, that STGP staff training records are in date, ensure site protocols are followed and audit trails are complete. As the Compliance Manager you will oversee regular assurance reviews of all aspects of regulatory compliance and health and safety requirements, reporting findings and outcomes. You will ensure any outstanding requirements and actions are followed up and support the delivery of activities to ensure compliance is maintained. You will support the preparation of external audit activity by industry regulators and close-out actions.

REMUNERATION & BENEFITS:

- Competitive Salary
- Car Allowance
- PMI
- 25 days holiday + 8 Bank holidays with the option to purchase additional leave
- Annual company bonus scheme (linked to key performance indicators)
- Company pension scheme
- Occupational health cover
- Comprehensive flexible benefits scheme including Gymflex, Electric car salary sacrifice scheme, Dental and Critical Illness Insurance and our Technology Scheme where you can spread payment for a variety of Technology purchases
- Sharesave scheme - A chance to save up to £500 per month for three or five years, with the option to buy Severn Trent Plc shares at a discounted rate

What does success look like?

STPG sites and Head Office operates safe and compliant working practices that are fully auditable. STGP fulfils its regulatory quality, environmental and health & safety requirements and STGP has a fully auditable IMS, which is promoted across operational sites and Head Office and is adhered to.

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KEY ROLE RESPONSIBILITIES:

As a key point of contact between Compliance to Site Operational teams, you will build an effective working knowledge of industry regulations, including but not limited to DSEAR, Animal By-Product Regulation, PAS 100/110, Environmental Protection Act, Health and Safety legislation and GDPR

Regulatory Compliance/Assurance/Audit

- Work closely with operational teams to ensure the company's compliance with legal and regulatory requirements, including Environmental Permits, APHA, PAS 100/110, GDPR, Operator's Licence and STGP's Integrated Management System.
- Manage regulatory compliance assurance plan, audit and assurance activities, driving compliance requirements on all operational sites, timely report on findings and document and track any required follow-up actions.
- Support Compliance Delivery Officers to work with Operational Site Leads to deliver assurance/audit activities, share the compliance outcomes and deliver action plans to drive compliant outcomes.
- Support Permit and Licence applications and regulatory returns where required.
- Lead external audit preparation, booking auditors in time with regulatory requirements, supporting preparation and delivery activities with operational leads.
- Follow-up on all internal and external audit and assurance requirements – drive action completion.
- Oversee assurance of operational risks and controls, reporting outcomes and supporting Site Leads with action plans to remove or reduce risks and at Head Office.
- Support Site Leads with implementing regulatory, H&S and procedural changes and training.
- Ensure onsite Compliance documentation is maintained, ensuring information is up-to-date, regulatory/control checks are carried out as required or escalate findings where not, to drive compliance.
- Ensure timelines for required maintenance, inspections, etc are captured, managed and ensure all required maintenance, inspection, testing and remedial work is completed and evidenced. Engage with Operational Site Leads in preparation.
- Work with Health, Safety & Wellbeing Team and Site Leads to ensure completion of risk assessments and method statements for Site activities are undertaken, fit for purpose and drive appropriate reviews where required.
- Assist the Health, Safety and Wellbeing Team and Operational Site Leads with accident and near miss investigation, where required.
- Keep accurate records of all Site Inspections – including outcomes and actions, working with the Compliance Governance Team to update planners and schedules.
- Raise to the Line Manager any changes or potential changes in legislation which may impact on the Company's policies and procedures.

Integrated Management System

- Promote and drive the requirements of the Integrated Management System (IMS) [ISO9001, ISO14001 and ISO45001] across all operational sites and Head Office. Work with the Compliance Governance Team to manage requirements, ensuring all documentation is relevant, up-to-date and reflective of the current business model.
- Active engagement in management review of STGP's IMS and deliver required internal audits of the IMS.

Team Management

- Provide regular reporting on business compliance performance.
- Manage the functionality and administration of Head Office.
- Work with QEHS Director in preparing and setting team targets and objectives.
- Regular attendance at Site locations, engaging with Compliance Delivery Officers and key Operational Site Leads.

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WHAT DO YOU NEED TO SUCCEED IN THIS ROLE?

Skills and Experience	Qualifications and Experience	Work Attitude
<ul style="list-style-type: none"> • Excellent oral and written communication skills • Effective stakeholder engagement • Auditing • Leadership skills • People manager • Smart influencing • Develop and deliver objectives <p>Proficient Word, Excel, PowerPoint and Outlook</p>	<ul style="list-style-type: none"> • Working in a regulated industry • Engagement with regulators • Audit/assurance activities • Working with Integrated Management System (ISO) • Working within waste industry / knowledge of PAS100/110 (desired) • Environmental Permitting (desired) • NEBOSH General Certificate • H&S Legislation: Manual Handling, PPE, COSHH, LOLER, DSEAR (desired) • Line Management experience • Driving Licence 	<ul style="list-style-type: none"> • Self-disciplined and work without supervision • Outstanding accuracy and excellent eye for detail • Innovative • Drive continual improvement • Team player in a fast-paced environment • Ability to work to deadlines • Practical problem solver • A balanced view between compliance and with business acumen • Positive and professional work ethic

WHO ARE SEVERN TRENT GREEN POWER?

Severn Trent Green Power, part of the Severn Trent plc group of companies is a successful, national, waste company with an excellent reputation in the organic waste and renewable energy sector. We operate 8 anaerobic digestion facilities, 2 in-vessel compost sites, and 3 open windrow compost sites. We are the largest producer of renewable energy from food waste in the UK.

The company's strategy is to continue to develop as a market leader in the recycling and processing of organic wastes and generating enough renewable energy throughout the business to meet our triple carbon pledge to be carbon neutral by 2030