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| POSITION: | Operational Compliance Manager |
| AREA | Compliance |
| REPORTING TO | Quality, Environmental, Health and Safety Director |
| LOCATION: | Flexible to STGP Locations |

Severn Trent Green Power is looking to recruit an experienced Senior Manager into its dedicated and supportive Operational Compliance Team to lead, develop and support a growing team located across the business' operational areas.

As a senior member of the Compliance Team, reporting to the Quality, Environmental, Health and Safety Director, this a critical role that requires an effective working knowledge of industry regulations that ensure that the business site operations are compliant with legal, regulatory and other requirements. This includes the company's Integrated Management System, Environmental Permits, APHA approvals and PAS 110/100 accreditation, through the regular auditing and monitoring of operational sites and the company Head Office.

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

Core Responsibilities:

- At all STGP sites, work closely with operational teams to ensure the company's compliance with legal and regulatory requirements 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.
- Promote Safety systems of work and ensure site operations are in line with STGP's health and safety requirements. Actively promote Accident and Near Miss reporting.
- 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.
- Provide regular reporting on business compliance performance.
- Deal with queries as raised by regulators.

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- 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.
- Lead external audit preparation, booking auditors in time with regulatory requirements, supporting preparation and delivery activities with operational leads.
- Manage the functionality and administration of Head Office.
- Lead and manage a team of Compliance Delivery Officers and the Compliance Assistant, supporting them in the execution of their duties, fulfilling all people management requirements including 1-2-1 meetings, wellbeing, performance, training, development and required support.
- 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.
- 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.
- 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.
- Ensure control of contractors and permit to work systems are correctly managed.
- Regular attendance at Site locations, engaging with Compliance Delivery Officers and key Operational Site Leads.
- Undertake any ad-hoc investigations, data reviews or project activities as required by the QEHS Director

WHAT DO YOU NEED TO SUCCEED IN THIS ROLE?

| Skills and Experience | Qualifications and Experience | Work Attitude |
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| <ul style="list-style-type: none"> • Excellent written and oral communication • Effective stakeholder engagement • Auditing • Leadership skills • People manager • Smart influencing • Deliver on objectives • Proficient Word, Excel, PowerPoint & Outlook | <p>Essential:</p> <ul style="list-style-type: none"> • Audit/assurance activities • Line Management • Driving Licence <p>Desired:</p> <ul style="list-style-type: none"> • Working in a regulated industry/ engagement with regulators • Industry knowledge • Environmental Permitting • H&S qualifications: NEBOSH/ IOSH | <ul style="list-style-type: none"> • Positive and professional work ethic • Self-disciplined and work without supervision • Accuracy & eye for detail • Innovative • Drive continual improvement • Team player in a fast-paced environment • Ability to work to deadlines • Practical problem solver |