

## Compliance Delivery Officer

## External Advert

### ROLE SUMMARY:

Reporting to the Operational Compliance Manager, you will support and maintain the company's operational compliance framework by supporting Operational site teams. You will ensure compliance documentation is current and fully maintained, that staff training records are in date, ensure site protocols are followed and audit trails are complete.

You will undertake regular assurance reviews of all aspects of regulatory compliance and health and safety requirements, reporting findings and outcomes. You will follow up on any outstanding requirements and support the delivery of activities to ensure compliance is maintained and support the preparation of external audit activity by industry regulators and close-out actions.

As a CDO you will be responsible for the compliance assurance of a cluster of operational sites and oversee their specific activities. The nature of the role means that you will work methodically, with excellent attention to detail, working to strict deadlines as well as having the aptitude to produce clear and comprehensive written reports and statistical information using MS Office. You will communicate with site employees at all levels and maintain effective engagement. You will apply compliance knowledge in a practical capacity and with commercial astuteness to ensure safety, quality and environmental excellence.

### KEY ROLE RESPONSIBILITIES:

- Be a key point of contact for Compliance to Site Operational teams and build an effective working knowledge of industry regulations, including DSEAR, Animal By-Product Regulation, PAS 100/110, Environmental Protection Act.
- Undertake regulatory compliance, GDPR and H&S assurance reviews for operational sites, report on findings and document any required follow-up actions.
- Work with Operational Site Leads to share the compliance outcomes and support and deliver action plans to drive compliant outcomes.
- Review operational risks and controls, reporting outcomes and supporting Operational Site Leads with action plans to remove or reduce risks.
- Support external audit preparation and activities where required.
- Assist Site Leads with implementing regulatory, H&S and procedural changes and training.
- Maintain onsite Compliance documentation, ensuring information is up-to-date, regulatory/control checks are carried out as required or escalate findings where not, to drive compliance.
- Complete ad-hoc COSHH assessments where required.
- Monitor timelines for required maintenance, inspections, etc and ensure all required maintenance, inspection, testing and remedial work is completed and evidenced. Engage with Operational Site Leads in preparation.
- Monitor completion of risk assessments and method statements for Site activities and drive appropriate reviews where required.
- Assist the Operational Site Leads with accident and near miss investigation, reporting and documentation.
- Keep accurate records of all Site Inspections – including outcomes and actions, updating planners and schedules, to inform any necessary parties both internally and externally of any changes.

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## REMUNERATION & BENEFITS:

- Competitive Salary
- Company Van
- 25 days holiday + 8 Bank holidays with the option to purchase additional 5 days annual 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

## HERE'S WHAT OUR IDEAL CANDIDATE LOOKS LIKE:

### Skills

- Experience in Integrated Management Systems (ISO)
- Excellent communication skills
- Ability to work unsupervised
- Ability to instruct and get objectives delivered
- Strong data analytical aptitude, quality review capability and ability to convey complex information articulately
- Audit Management and planning
- Outstanding attention to detail
- Excellent Microsoft Office particularly Excel and Word

### Preferred experience/qualifications

- Experience of working in regulated industry preferred, ideally in compliance assurance-based role
- Practical experience of environmental and waste management (desirable)
- NEBOSH general certificate
- Knowledge of EA permits, deployments etc

### Attitudes

- Flexibility in approach and ability to prioritise
- Experience of working in fast paced environment
- Ability to work to deadlines
- Practical approach to problem solving
- Attention to detail
- Positive and professional work ethics

## BENEFICIAL KNOWLEDGE & EXPERIENCE:

It would be beneficial to have knowledge and experience of the following regulations and guidance areas:

- The Management of Health & Safety
- Manual Handling Operations
- Workplace (Health, Safety & Welfare)
- Provision & Use of Work Equipment (PUWER)
- Personal Protective Equipment
- COSHH, DSEAR, LOLER
- Control of Contractors
- Working at Height
- Gases / Confined Spaces
- Animal by-products Regulation
- Environmental Protection Act