**Job Title**: Environmental Systems Manager

**Department:** Environment

**Reports to:** Principal Environmental Compliance Manager

**Direct Reports:** N/A

**Grade:** CA5

**Main purpose of the job**

The Environmental Systems Manager will be responsible for supporting the Principal Environmental Compliance Manager in developing and delivering the Environmental Management System to manage environmental risks and improve the way we carry out our operations.

This will involve working closely with the Health, Safety and Wellbeing (HSW) team to develop common principles and auditing methodologies and programmes. Auditing will be carried out both within our team and by our Construction Safety Health and Environment advisors in the HSW team.

* **To review and refresh** the EMS to ensure it remains fit for purpose and aligned with ISO 14001.
* **To engage** with the business to learn what works and what doesn’t work in the current systems, providing the check and review cycle ensuring business buy in to any changes.
* **To promote** and roll out revised policies and procedures to ensure understanding and embedded learning on environmental and sustainability matters.
* **To support** the Principal Environmental Compliance Manager in driving the planning and delivery of forward operational and improvement programmes, budgets & resource requirements relating to environmental management, working closely with the Environment Programme Delivery Office, Corporate Programme Office, and programme and project managers.
* **To manage** a programme of auditing against the system, ensuring lessons are learned and systems and processes changed to take into account those lessons.
* **To report** ongoing performance against plans.

**Responsibilities**

**Specific**

**Environmental Management System**

* To manage the development, implementation, monitoring, review and continual improvement of the organisations Environmental Management System
* Develop and implement process with the Principal Environmental Compliance Manager and the wider business for delivering the Environmental Management System
* Work with the business to design SMART metrics for each area of implementation
* Monitor and report on works and progress in a timely manner including
	+ Record actions and progress in accordance with programme management best practice
	+ Identify and record risks and mitigation
	+ Record changes, decisions and outcomes
* To ensure awareness of environmental issues is maintained for all employees and suppliers, specifically consultants and contractors and contribute towards the development of a positive environmental management and sustainability culture
* To ensure effective environmental management training is provided, so that employees are competent to undertake their environmental duties
* To work with the HSW team to ensure the construction HSW service that supports projects teams in meeting the requirements of the CDM Regulations 2015 also supports sustainability and environmental objectives
* To support the procurement team and the wider organisation in ensuring that suitable and sufficient competence assessments are undertaken for suppliers prior to them undertaking work on the organisation’s undertakings
* To deal with potential conflict with managers, employees, consultants and contractors when implementing, monitoring and auditing environmental policies and procedures
* To ensure the development and implementation of arrangements that contribute to the continual improvement of construction, civil engineering and operational activities across the organisation, to achieve and maintain best practice environmental standards
* To ensure that a comprehensive programme of active and reactive monitoring is undertaken and that feedback on the issues and improvement actions are effectively communicated to the organisation at all levels and, where appropriate, suppliers

**Regulatory Compliance**

* To work with the Environmental Compliance Manager to ensure the timely provision of advice and guidance on environmental legislation and the implementation of best practice across the organisation’s teams and activities.
* To work with the Environmental Compliance Manager to ensure an up to date knowledge of relevant EU/UK environmental legislation, codes of practice and guidance is maintained and support the Principal Environmental Compliance Manager in ensuring these are reflected in the Environmental Management system
* To work with the Environmental Compliance Manager to provide timely advice on the implications of new legislation where they will impact on the organisation’s activities

**General**

* To act in accordance with the behaviours and values of the organisation
* To manage your own performance to be accountable for meeting individual, team and corporate objectives
* To act in accordance with the Scheme of Delegation and ensure propriety and regularity in the handling of public funds
* To actively demonstrate the Mining Remediation Authority’s customer service standards expected of your role
* To comply with and contribute to the improvement of operational and team processes and procedures
* To assist with the preparation and execution of the team’s objectives, budgets and financial records
* To identify opportunities and implement change leading to team development, system improvement and good value for money
* To maintain and develop positive stakeholder relationships in order to promote the Authority and assist it to meet its objectives
* To support research and development projects
* To ensure that the Authority’s statutory responsibilities are effectively discharged
* To carry out any further reasonable requests from your line manager

**Competencies Level**

|  |  |
| --- | --- |
|  |  |
| **Seeing the bigger picture** - has an in-depth understanding and knowledge of how the role fits with and supports The Mining Remediation Authority’s business priorities | **4** |
| **Changing and improving** - responsive, innovative and seek out opportunities for continuous improvement | **4** |
| **Making effective decisions** - objective; uses sound judgement, evidence and knowledge to provide accurate, expert and professional advice in a timely manner | **4** |
| **Leading and communicating** - leads from the front and communicates with clarity, conviction and enthusiasm | **4** |
| **Collaborating and partnering** - creates and maintains positive, professional and trusting working relationships with a wide range of people, within and outside The Mining Remediation Authority, to achieve results | **4** |
| **Building capability for all** - has a strong focus on continuous learning for self, others and the organisation | **4** |
| **Achieving commercial outcomes** - has a commercial, financial and sustainable mind-set to ensure all products and services deliver added value and stimulate growth | **4** |
| **Delivering good value for money** - achieves a good mix of quality and effectiveness for minimal cost and to improve return on investment | **4** |
| **Managing a quality service** - plans, organises and manages their time and activities to deliver a high-quality customer experience | **4** |
| **Delivering at pace** - delivers timely performance, with energy, and taking responsibility and accountability for high-quality outcomes | **4** |

**Person specification**

|  |
| --- |
| **Job Title:** Environmental Systems Manager **Department:** Environment |
|  | **Essential** | **Desirable** |
| **Qualifications and Training** | * Degree in science or engineering or equivalent experience
 | * Degree or postgraduate degree related to sustainability and/or environmental management
* IEMA or other appropriate chartership qualification, either qualified or working towards
* ISO 14001 implementation qualification
 |
| **Experience and Knowledge** | * Working within ISO 14001environment
* Experience of environmental metrics and reporting
* Developing clear work systems and processes
* Managing multiple stakeholders to identify key drivers and develop good relationships to avoid blockages and work towards common goals
* Working in science or engineering based field involving analysing, managing and reporting data
 | * Working within ISO 9001 quality and ISO 50001energy management environments
* Working within a PAS 2080 construction carbon environment
* Experience in carbon management
* Experience of working with ICT professionals and systems
* Involvement in IT projects
* Experience in project management
* Experience in contract management and managing external consultants and contractors
* Line managing people
 |
| **Skills and Abilities** | * Excellent research, planning and organisational skills
* Exceptional attention to detail
* Ability to work at pace
* Strong interpersonal and communications skills
* Positive team worker, with the ability to manage others
* Full driving licence
* Prepared for overnight stays and to undertake business travel across the UK.
 | * Able to work on own initiative to build effective working relationships with colleagues internally and externally
* Able to manage multiple and often conflicting priorities to tight deadlines and a high standard
 |

 

