



Job Title:	Environmental Compliance Manager (Part Time – 26 hours per week)
Department:	Sustainability
Reports to:	Principal Environmental Compliance Manager
Direct Reports:	None
Location:	Remote but connected
Contract Type:	Permanent
Grade:	CA5

Main purpose of the job

- To assure environmental compliance through embedding systemised approaches, support, training and guidance to operational teams and audit and review to drive continual improvement of environmental compliance risk management.
- Work with EMS manager and wider business to develop and improve process around environmental compliance including, but not limited to, water, waste, ecology and heritage
- To maintain a positive, beneficial relationship between the Mining Remediation Authority and its environmental regulators at a technical, operational level, and support the strategic level relationships between them.
- To act as a main point of contact between regulators and the Mining Remediation Authority for items including permit applications and compliance, routine technical liaison, provision of updates, consultations, and general queries.
- Work with L&D manager to provide learning materials around compliance
- Engage with business to roll out guidance, L&D around compliance and changes in regulation and guidance

Responsibilities

Specific

- Knowledge and continual professional development
- Maintain a specialist knowledge base of the most suitable, and cost effective, types of permits, licences or exemptions covering water, waste and wider environmental activities such as those affecting ecology and heritage at Mining Remediation Authority sites across England, Scotland and Wales, working closely with specialists such as Mining Remediation Authority ecologists and planners where areas are outside your areas of expertise.

- Work closely with the planning and property teams to ensure that any specific planning or property requirements are integrated into environmental plans and permits for our sites and operations.
- Keeping track on changes in relevant legislation and disseminating resultant impacts
- Permit assurance
- Ensuring permits are relevant and up to date
- Ensuring permit owners understand their obligations and requirements
- Monitoring compliance incidents - ensure that reporting and appropriate actions have been undertaken
- Ensure actions from meetings related to compliance and environmental management are carried out
- Manage, monitor and track regular regulatory liaison and engagement
- Coordinate regular liaison meetings between environmental regulator's officers and specialists, and relevant Mining Remediation Authority staff, as set out in any agreements (such as a Memorandum of Understanding).
- Support the Mining Remediation Authority's senior managers to maintain a positive strategic level relationship with environmental regulators, for example by providing briefings on issues, concerns, or legislative changes.
- Maintain a good level of shared awareness of priorities and programmes between regulators and the Mining Remediation Authority and thus to contribute to the management of expectations for delivery.
- To liaise with other stakeholders, in addition to environmental regulators, as appropriate
- Support operational and project managers on specialist permit and compliance advice
- Support on the preparation of applications for and variations of environmental permits, licences and waste exemptions
- Co-create compliance processes and process improvement
- Manage variations from existing and legacy permits
- Support Project Managers by advising on the type and timescale of permit applications needed for schemes, or pumping tests, and by adhere to agreed programmes to avoid delays unless otherwise agreed.
- To support Contract Managers, for example by providing additional liaison with regulators, where beneficial, during operational incidents.
- Drive continual improvement
- Record and report on compliance incidents
- Review and disseminate incident reports
- Review, feedback and support change related to compliance after incident
- Check to ensure actions have been implemented in a timely manner
- Ensure compliance processes have been evidenced
- Ensure regulatory approval or concerns have been managed appropriately and addressed as necessary - obtain evidence from compliance owner
- To undertake technical analysis and reporting, as appropriate

General

- Act in line with the behaviours and values of the organisation
- Manage your own performance to be accountable for meeting individual, team and corporate objectives
- Act in accordance with the Scheme of Delegation and ensure propriety and regularity in the handling of public funds
- Actively demonstrate the Mining Remediation Authority's customer service standards expected of your role
- Follow and contribute to the improvement of operational and team processes and procedures
- Assist with the preparation and delivery of the team's objectives, budgets and financial records
- Identify opportunities and implement change leading to team development, system improvement and ensuring good value for money
- Maintain and develop positive stakeholder relationships in order to promote the Authority and assist it to meet its objectives
- Support research and development projects
- Ensure that the Authority's statutory responsibilities are effectively discharged
- Carry out any further reasonable requests from your line manager

Person specification

Job Title: Environmental Compliance Manager Department: Sustainability		
	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> Qualification to degree standard in a relevant discipline (science of environment) or equivalent experience 	<ul style="list-style-type: none"> Professional membership of an appropriate body and working towards chartered status Environmental qualifications
Experience and Knowledge	<ul style="list-style-type: none"> Experience of environmental projects. Knowledge of significant issues for the water environment in the UK Knowledge of water and waste legislation and how that translates into operational activities Knowledge of planning, ecology, heritage and other areas that might need environmental compliance 	<ul style="list-style-type: none"> Experience of environmental permit applications in England / Wales / Scotland Knowledge of the impacts of mine water, and benefits of remediation Experience of working as an environmental regulator Experience in waste permitting and/or management
Skills and Abilities	<ul style="list-style-type: none"> Ability to work under pressure Excellent communication and interpersonal skills Scientific analysis Report writing skills Excellent IT skills 	<ul style="list-style-type: none"> Negotiation skills