

**Job Title:**  Assistant Chemist

**Department:** Environment Strategy & Sustainability

**Reports to:**  Technical Lead - Chemistry

**Direct Reports:** None

**Grade:** CA4

**Main purpose of the job**

* Input into the design process of coal and non-coal treatment schemes, particularly those using active treatment processes.
* To ensure chemistry data collected is fit for purpose and to manage and develop the chemistry database. Provide information and data to third parties. Assist all Coal Authority teams with mine water analysis and sampling
* To assist the Coal Authority’s Senior Process Chemist and Process Engineer
* To assist in the provision of technical, chemistry-related input acquired through a range of research, development and innovation projects into coal, non-coal, ochre and operational efficiencies

**Responsibilities**

**Specific**

* Ensure the chemistry element of mine water database is managed with appropriate data input, quality control and reporting. Undertake liaison with Laboratory to ensure effective service provision and work with Confluence Operations Contract managers.
* Support the Senior Process Chemist & Process Engineer on assessment, interpretation, and advice on active treatment options. Assist with chemical process engineering treatment issues. Audit of chemical usage at treatment sites, reporting on efficiency.
* Provide support and assistance in the provision of advice regarding mine water, coal and non-coal, treatment options and sizing.
* Support Process Engineer/Chemist on assessment, interpretation, and advice on active treatment options. Assist with chemical process engineering treatment issues. Audit of chemical usage at treatment sites, reporting on efficiency.
* Assist in maintaining the sampling programme for waters and ochres so that business requirements for such data acquisition are met.
* Provide supporting input to research, development and innovation projects, in particular those requiring chemical data assessment and interpretation.
* Provide advice regarding samples taken as part of enquiries investigating the origin of waters. Liaison and advice to those taking samples on behalf of the Authority, internal Regional Project Managers, and external contractors.
* Conduct field monitoring to investigate specific chemical characteristics / processes / performance; managing contractors to do this as required
* Through regular review of data, identify changes (trends) in chemistry at monitored sites, and investigate with supervision by senior team members. Ensure operational team are alerted by exception to failures (actual or likely) of consent parameters at treatment schemes, and associated risks.
* Respond promptly to requests for data from external stakeholders.
* Provide scientific analysis and reporting of chemistry data for waters and ochres.
* To support others in technical team in liaison with regulators on the performance of treatment schemes.

**General**

* 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 public funds;
* To actively demonstrate the Coal Authority’s customer service standards expected of your role;
* To act in accordance with the behaviours and values of the organisation;
* To effectively assess and manage risks;
* To comply with and contribute to the improvement of operational and team processes and procedures;
* 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 comply with SHE requirements
* To undertake any other reasonable duties as may be required.

**Competencies Level**

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| **Seeing the bigger picture** - has an in-depth understanding and knowledge of how the role fits with and supports The Coal Authority’s business priorities | **3** |
| **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 | **3** |
| **Collaborating and partnering** - creates and maintains positive, professional and trusting working relationships with a wide range of people, within and outside The Coal Authority, to achieve results | **3** |
| **Building capability for all** - has a strong focus on continuous learning for self, others and the organisation | **3** |
| **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 | **3** |
| **Managing a quality service** - plans, organises and manages their time and activities to deliver a high-quality customer experience | **3** |
| **Delivering at pace** - delivers timely performance, with energy, and taking responsibility and accountability for high-quality outcomes | **3** |

**Person specification**

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| **Job Title: Assistant Chemist Department: Environment** | | |
|  | **Essential** | **Desirable** |
| **Qualifications and Training** | Degree in Chemistry (Environmental Chemistry, Geochemistry, Hydrochemistry, etc.), process engineering or similar | Higher level degree (MSc or PhD)  Member of relevant professional body  Working towards Chartered Status |
| **Experience and Knowledge** | Basic knowledge of water treatment processes | Knowledge of process chemistry/engineering  Experience in applied / environmental chemistry |
| **Skills and Abilities** | Ability to work under pressure  Excellent communication and interpersonal skills  Scientific analysis  Report writing skills  Excellent IT skills | Database management  Contract management  Research |
| **Other** | Full UK Driving Licence, or equivalent, allowing business travel to all UK areas  Frequent travel on business to attend meetings or visit monitoring sites  Approx. 7-10,000 miles per year  Occasional nights away from home, up to two times per month  Possible future overseas working required |  |

     