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**Job Description**

**Job Title**: Principal Environmental Compliance Manager

**Department:** Sustainability

**Reports to:** Head of Sustainability

**Direct Reports:** Environmental Systems Manager, Environmental Compliance Manager

**Location:** Remote but connected

**Main purpose of the job**

The Principal Environmental Compliance Manager will be responsible for leading environmental compliance across the organisation, to include assurance, training, reporting and monitoring of all environmental matters including, but not limited to water, waste, ecology and heritage.

This will involve providing technical leadership across a broad range of environmental compliance matters, providing support, guidance and training across the organisation. You will be responsible for managing and leading a small team to support monitoring of incidents, management of permits and liaison with regulators, as well as overseeing the development of our Environmental Management system.

**Responsibilities**

**Specific**

* To act as the lead for environmental compliance requirements across water, waste, ecology and heritage and provide support to a range of teams across the authority, providing technical support and drawing on subject matter experts as necessary.
* To ensure awareness of environmental issues is maintained for all colleagues, suppliers and contractors to contribute towards the development of a positive sustainability culture, with a focus on continuous improvement, through developing and delivering appropriate training and sharing of best practice.
* To act as escalation point and provide technical support for the environmental compliance manager when managing relationships with regulators and stakeholders.
* To support the head of sustainability to deliver forward thinking, strategic improvement programmes for environmental compliance, working closely with the programme management offices and senior management team.
* To lead the team to manage a robust Environmental Management System and ensure appropriate processes to monitor and report on environment compliance.
* To work closely with the Health, Safety and Wellbeing team to ensure that information is shared across our systems.
* To analyse any changes in sustainability and compliance legislation and incorporate these into existing strategies and processes.
* To collate internal and external data and develop it into intelligence to inform our environmental compliance work.

**Line Management and Recruitment**

* Line management of Environmental Systems Manager and Environmental Compliance manager

**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
* To carry out any further reasonable requests from your line manager

**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 Mining Remediation Authority’s business priorities | **5** |
| **Changing and improving** - responsive, innovative and seek out opportunities for continuous improvement | **5** |
| **Making effective decisions** - objective; uses sound judgement, evidence and knowledge to provide accurate, expert and professional advice in a timely manner | **5** |
| **Leading and communicating** - leads from the front and communicates with clarity, conviction and enthusiasm | **5** |
| **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 | **5** |
| **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 | **5** |

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| **Delivering at pace** - delivers timely performance, with energy, and taking responsibility and accountability for high-quality outcomes  **Person specification**   |  |  |  | | --- | --- | --- | | **Job Title:**  Principal Environmental Compliance Manager  **Department:** Sustainability | | | |  | **Essential** | **Desirable** | | **Qualifications and Training** | * Qualification to degree standard in a relevant discipline | * Professional membership of an appropriate body and be working towards chartered status | | **Experience and Knowledge** | * Team and line management skills * Up to date technical knowledge of legislation in relation to water, waste and ecology and its practical application | * Experience of delivering environmental compliance in an operational environment | | **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 good line management skills and ability to manage the workload of others | * 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 * Able to develop pragmatic solutions to complex problems | | **5** |