

Compliance Manager – Job Specification

Job Title: Compliance Manager
Salary: Up to £40k plus benefits
Job Location: Tunstall, Stoke on Trent, Staffordshire, UK
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Job Purpose: Stoke Operations Limited (SOL) are an Operation and Maintenance (O&M) service provider who have been awarded a 5-year agreement to operate and maintain a new clinical waste incinerator Facility, located near Tunstall, Stoke on Trent, Staffordshire. The Facility is owned by Clinitek (Stoke) LLP and will process up to 16000 tonnes of clinical waste per annum whilst generating electricity for export. SOL is a subsidiary of Cobalt Energy Limited (CEL) who are a renowned thermal renewables and environmental engineering, service provider. CEL have been established for over a decade and have been successfully operating in the renewable power generation sector throughout this period.

SOL is looking to appoint a Compliance Manager to manage and take responsibility for the Environmental, Health, Safety and Quality, legal and contractual compliance at the new Facility and enact the development, implementation, and upkeep of related systems. The Compliance Manager will also support the O&M plant managers of other related clinical waste facilities within the Company Group with compliance matters.

Job Duties:

- Reporting to and working closely with the Facility, Plant Manager in managing the O&M Agreement, QHS&E Procedures and Processes.
- Responsible for the development, implementation, maintaining and continuous improvement of ISO 9001, ISO 14001 and OHSAS 18001 management systems and accreditations for the Facility.
- Responsible for Facility environmental data reporting systems to comply with internal and external stakeholder expectations.
- Ensuring compliance with the Environmental Permit for the Facility procedures and processes, and that operational systems, reporting procedures to the EA and compliance processes are optimised.
- Supporting waste and by-product compliance in accordance with designated procedures, against the reference criterion.
- Working with the Facility operational team to ensure understanding of the Environmental Permit requirements and promoting operational excellence.
- Dealing with local stakeholders and members of the public who lodge enquiries about the environmental performance of the Facility and maintaining good channels of communication.
- Building business performance reports to ensure continual improvement and compliance with all agencies and authorities.
- Building strong relationships within the wider Company Group, producing robust business processes with clear accountabilities and compliance reporting tools.
- Support the O&M plant managers of other related clinical waste facilities within the wider Company Group with compliance matters.

Qualifications/Experience/Skills:

- Preferably from an Environmental Quality background with extensive and proven industrial experience, coupled with a knowledge and understanding of QHSE compliance.
- Holding of the IEMA and NEBOSH general certificates / diplomas would be desirable; funding for qualifications and examinations will be given where applicable, but candidates must be able to demonstrate a track record of having worked in the environmental compliance area and preferably have experience of managing or being involved with Environmental Permits.
- Able to demonstrate experience of dealing with the Environment Agency and other statutory bodies (such as Local Authorities, the HSE and other public bodies such as the Emergency Services).
- Knowledge and experience of accredited QHSE management systems and continuous improvement.
- An auditing and reporting background would be highly beneficial.
- Methodical and organised.
- You must have the ability to influence and drive professional cultures and behavior relating to compliance.