

Job description

Job title	Compliance Trainee
Department	Envar Composting Ltd
Reports to	Compliance Manager
Financial sign-off limit	£0

Position summary

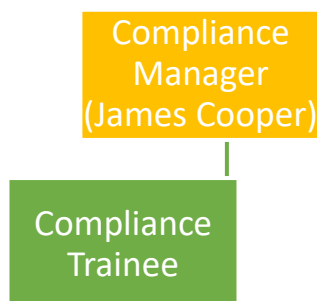
Main job functions

The purpose of the role is to provide compliance support to the Compliance/SHEQ team, whilst learning about the processes and the complex nature of compliance in the waste industry. Ensuring a robust risk and compliance management system is maintained at all times, and that the business complies with regulations and internal policy. One of the key focuses is to ensure ongoing quality compliance.

Note: in addition to these functions, employees are required to carry out such other duties as may reasonably be required.

Job location : St Ives - Cambridgeshire

Supervisory responsibilities/position in structure



Main duties – principle responsibilities

Duties/responsibilities	Approximate % of time to be spent
Assist with recording and reporting on the regulated elements of the business	25%
Provide administration support as required	25%
Develop Quality records and standardisation across the business	25%
Participate in the development of company systems and procedures, participate in audits and develop skills and knowledge in the sector	25%

The above list is not exhaustive, and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions are regularly reviewed to ensure they are an accurate representation of the post.

In addition to these responsibilities a training and developmental plan shall be established and reviewed.

Person specification

Skills

The post holder will require the following skills in order to carry out the role.

Essential	Desirable
Excellent written and verbal communication skills in order to work with, provide advice to, train, and promote excellence operational efficiencies.	
The ability to organise and prioritise workload	
A flexible approach to working hours, ability to travel to other sites within the Envar Group (infrequent)	

Experience

Include specific experience that is important for the post holder to have in order to perform the role.

Essential	Desirable
Batchelors degree in related field	Knowledge of machinery operations
Understanding of the practicalities of the recycling industry	
Attention to Detail	

Qualifications

Academic or professional qualifications that would be important to the performance of this role.

Essential	Desirable Alternative
Degree or equivalent	Working towards

Competencies

Other role specific behaviours or expertise that will give the job holder the ability to succeed and be efficient in this position.

Essential	Desirable
Develop a positive health and safety culture	Have some knowledge of the regulatory framework applicable to this sector

Signed

Signed for and on behalf of Envar Composting Ltd		Date	
Signed by job holder		Date	