**Role Profile**

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| **Job title:** | Environmental Compliance Advisor | **Level:** | | TBC |
| **Function:** | Responsible Business | **Reporting to:** | | Environmental Compliance Manager |
| **About The Role** | | | | |
| This role will form part of the Environment Focus area within the wider Energy & Environment team and be a key role in helping NHS Property Services to deliver environmental compliance and improvement across the estate. The role is a 2-year Fixed Term Contract.  After investigations into our level of compliance and approach, we have had approval for two new roles to join the team to establish the foundations of environmental compliance. This will include the development, piloting, implementation, and transition of multiple environmental compliance projects into business-as-usual processes. The 2-year programme will help reduce the risk of non-compliance with environmental legislation and obligations across the organisation.  Reporting into the Environmental Compliance Manager, the Environmental Compliance Advisor will work closely with Quality Assurance and Auditing teams, Hard FM Compliance and Delivery teams. | | | | |
| **Key Responsibilities** | | | | |
| * Support the company’s adherence to all relevant environmental legislation and regulatory requirements as well as support local functions and directorates in fulfilling their obligations. * Support the Environmental Compliance Manager to implement environmental compliance projects to reduce business risk, including:   + Development of an environmental compliance audit and inspection framework   + Development and implementation of OFTEC, drainage marking and mapping, spillage and MCPD permitting projects. * Support the transition of projects into business-as-usual practices and processes by working closely with Quality Assurance and Auditing teams, Hard FM Compliance and Delivery teams. * Carryout site preliminary environmental assessments, inspections and audits when required. * Develop and review relevant environmental action plans to ensure environmental compliance across the business. * Develop, reviewing, and updating the policies, procedures, and other environmental compliance documents. * Support the delivery of Performance Indicators to ensure the business achieves continuous improvement. * Develop and deliver environment related training. * Manage work under 3rd Party vendors ensuring project delivery with timely delivery and achievement of project milestones. * Work closely with other members of the Energy & Environment Team to ensure projects are implemented effectively. * Any other projects and tasks relating to compliance matters delegated by the Environmental Compliance Manager. | | | | |
| **Develop** | | | | |
| **Experience** | | | **Capabilities (skills/behaviours)** | |
| * 2 years plus in environmental compliance or similar role/relatable field * Understanding of environmental risks and responsibilities across the business | | | * Good working knowledge of Microsoft Office software (including Word, Excel, PowerPoint, & Smartsheet) * Able to work autonomously and as part of a team. * Self-driven. * Good interpersonal and communication skills | |
| **Knowledge** | | | **Qualifications** | |
| * Knowledge of ISO 14001 requirements * Supplier and 3rd party management | | | * Degree level and/or postgraduate qualification in a relevant discipline i.e. Environment Management * Member of a relevant professional body (IEMA, CIWM). | |
| **Other information** (travel, hours) | | | | |
| * Remote working with requirement for travel and cross-business visibility * Monday-Friday * 2-Year Fixed Term Contract | | | | |