**PERSONAL SPECIFICATION**

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| **JOB TITLE** | **ENVIRONMENTAL COMPLIANCE OFFICER** | |
| **LOCATION** | Mann Island Liverpool  - but will be required to work outdoor at various other locations | |
| **GRADE** | Band D/E | |
| **REPORTS TO** | Estates Manager | |
| **MAIN PURPOSE OF THE JOB**   * To contribute to the control, supervision and development of the Authority’s service support contracts in relation to the aftercare of its closed landfill sites, including service provision, performance management, contract compliance and contract administration. * To provide scientific and technical support, and undertake environmental monitoring, analysis, and reporting in respect of the Authority's waste management facilities. | | |
| **ESSENTIAL CRITERIA** | | **DESIRABLE CRITERIA** |
| **EXPERIENCE** | | |
| Knowledge and experience in a contract delivery environment. | | Knowledge of contract administration.  Knowledge and understanding of Key Performance Indicators. |
| An ability to organise and coordinate contractors in the provision of a multidisciplined service. | |  |
| An understanding of Environmental Monitoring and Control Systems, particularly in relation to landfill sites | | An understanding of the processes involved in the landfilling of wastes, and the formation of leachate and landfill gas. |
| Experience in undertaking environmental monitoring, and statistical data gathering. | | Experience working on active and former landfill sites. |
| Practical knowledge of Environmental Management Systems. | | Working knowledge of ISO 14001 |
| Preparation and submission of technical and environmental reports | | Experience submitting reports to regulators such as the Environment Agency. |
|  | | Experience of external and internal auditing processes. |
| **QUALIFICATIONS AND TRAINING** | | |
| Degree level education in a relevant subject  Or  proven experience in either a contract management position or an environmental compliance role. | | Educated to degree level in a relevant Earth Science/Environmental Science subject  Or  Educated to degree level in relevant subject. E.g. construction management, building studies, or quantity surveying.  Current membership or an eligibility to be a member of an appropriate Professional body |
| To hold a current driving licence valid in the UK | |  |
| **PRACTICAL SKILLS** | | |
| The ability to monitor the delivery of contracts to ensure they are executed accordingly, and managing any issues that arise. | |  |
| The ability to coordinate and conduct contract (and other) meetings in an effective and courteous manner, and foster good relationships between the Client, Contractors, and Regulators. | |  |
| The ability to analyse and interpret complex information and present that information in a clear manner. | |  |
| The ability to produce detailed written reports and maintain records. | | Reporting to regulatory bodies such as United Utilities and the Environmental Agency. |
| Possession of good information technology skills, and working knowledge of Microsoft Office suite. | | Working knowledge of Geographical Information Systems.  Working knowledge of Auto-Cad. |
| **PERSONAL QUALITIES & ATTRIBUTES** | | |
| To have a professional outlook and act professionally at all times | |  |
| To be a good team player with the ability to adapt quickly and to be able to work with the minimum supervision. | |  |
| To have a flexible approach to service delivery implementation. | |  |
| A willingness to develop as an individual and as a professional and to attend appropriate training courses as identified through the staff development scheme. | |  |
| **OTHER REQUIREMENTS** | | |
| Ability to organise own workload and prioritise effectively. | |  |
| Ability to meet tight deadlines in a busy working environment. | |  |

Last updated: February 2025