

Job Description & Person Specification

Job Title	Senior Environmental Advisor
Division/Location	SHEQ, Head Office, Fifers Lane, Norwich
Reporting to	Group Environmental Manager
Weekly Hours	37 Hours Per Week, Monday – Friday
Grade/Salary	£38, 000. 00

Job Description

The Role:

The Senior Environmental Advisor will provide support and advice to the Norse Group, to ensure the Group remains compliant to all environmental legislation governing our operations, and conformant to all aspects of our Group environmental management system as part of the Integrated management System. Developing and monitoring the environmental management system framework, aiding the delivery of a continual culture of improvement reducing our environmental impact.

Assisting the Group Environmental Manager in the fulfilment and the promotion of certified IMS across the Norse Group.

Main Responsibilities

- Acting as a champion for all environmental issues, directed by the Group Environmental Manager.
- Assist in the annual planning, dissemination, and implementation and continuously develop the environmental- Integrated Management System.
- Assist with the assessment, analysis and collation of environmental performance data, relating to Norse Group energy usage and pollution prevention.
- Assist in complying and implementation of environmental policies and practices, ensuring compliance with current environmental legislation.
- Assist with preparation of ISO 14001:2015 certification audits, reporting outcomes and corrective actions as directed.
- Assist in the preparation of relevant responses or documentation to assist bids and tenders.
- Assist in the preparation and deliver of presentations and tool-box talks, or information resources for internal staff on all environmental issues.
- Assist with stakeholder management, liaising with internal senior managers and directors advising and influencing on all environmental planning issues.
- Assist with investigations concerning environmental accidents/incidents and concerns aiding creation of procedures and generation of action reports.
- Carry out and assist with environmental audits and inspections, reporting outcomes and corrective actions as directed.
- Continue to develop and maintain an advanced level of relevant industry knowledge and trends.
- Engaging with all levels of employees, building excellent working relationships through regular site visits, the identification of environmental risks and good levels of communication.
- Support the Group Environmental Manager with the identification of strategies to achieve Norse Group environmental objectives and targets, identifying best practice/frameworks.
- Keeping up to date with relevant changes in environmental legislation and initiatives.

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Approved by Operations Director:		Date :	
Approved by HR :		Date :	

- Act as the Group main point of contact for environmental management factors, delegated by the Group Environmental Manager, when they are unavailable.

Other Duties

- The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager.

Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

Quality – We strive to deliver outstanding quality and make business excellence the standard by which we measure ourselves.

Innovation – We embrace new ideas and have the courage to be creative so our services are delivered in the most effective and safe way possible.

Respect – We value everyone as an individual. We respect their rights, life choices and the personal contribution they make to our business success.

Trust – We want to be a trusted provider, partner and employer, recognising that to do so, our word must be our bond. If we say we will do something, we do it.

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
Qualifications/ Knowledge/ Training	Educated to degree level in environmental management/science or equivalent - NEBOSH National Diploma in Environmental Management.	Essential	AF/I
	Strong knowledge of environmental management and its principles.	Essential	AF/I
	Associate Membership of IEMA (AIEMA), willing to work towards, Practitioner Membership (PIEMA).	Desirable	AF/I
	Appropriate knowledge of environmental legislation, relating to the Norse Group activities and services.	Desirable	AF/I
	Knowledge of an integrated Management Systems (IMS).	Desirable	AF/I
	Internal Environmental Management System Auditor Qualification.	Desirable	AF/I
	Knowledge of sustainability and the	Desirable	AF/I

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	initiatives/frameworks to implements its development.		
Experience	Demonstrable experience in similar multidisciplinary Environmental Advisor role, in environmental licenses/consents, mitigation measures, Pollution prevention.	Essential	AF/I
	Demonstrable experience implementing environmental management systems, utilising ISO 14001, or equivalent approved standards.	Essential	AF/I
	Undertaking Environmental audits, providing affective mitigation actions.	Essential	AF/I
	Report writing and delivering corrective action reports and toolbox talks.	Essential	AF/I
	Carrying out accident/incident investigations .	Essential	AF/I
	Awareness of commercial models and how they are implemented.	Essential	AF/I
Skills/Abilities	Proficient with Microsoft Office Suite including Microsoft Word, Excel & PowerPoint	Essential	AF/I
	Excellent communication skills both written and verbal. Confident liaising with all levels of the business with the ability to influence and persuade.	Essential	AF/I
	Excellent organisational skills, with the ability to multi-task, prioritise and manage your own workload, meeting strict deadlines.	Essential	AF/I
	Ability to prepare concise written documents whilst selecting the appropriate to ne for the topic and the reader.	Essential	AF/I
	Ability to work on own initiative as an individual or as a team member.	Essential	AF/I

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Other Requirements	Full UK Driving Licence to meet the travel requirements of the role.	Essential	AF / I
	Willing to undertake further training as required.	Essential	AF / I
	Prepared to do nights away to meet the Group needs.	Essential	AF / I

General

Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.

It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.

We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.

Agreement

Employee Name:		Date:	
Employee Signature:			

Approval/Review Date

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Approved by HR :		Date:	