

Walker Greenbank

JOB TITLE – Technical Compliance Officer
REPORTS TO – Technical and Development Manager – Sally Francis
LOCATION – Anstey Wallpaper Co.
DEPARTMENT – Technical
SCOPE OF JOB – Control and maintain the quality management system, all environmental obligations and other aspects of legislation and compliance, including writing policies and keeping up to date with current regulations. Support individuals within the business regarding relevant training and responding to customer queries. Support other members of the technical department where necessary. E.g. Cover for sickness and holidays.

PURPOSE – To ensure the Anstey business conforms to European and local standards and regulations for e.g. quality systems, environmental legislation, industry legislation and communicate requirements within the business.
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<p>RESPONSIBILITIES</p> <p>Oversee and endorse ratify compliance throughout the Anstey business including....</p> <ul style="list-style-type: none"> • Quality Systems Management including: quality auditing, calibration management, standard management • Environmental compliance and Management • Emissions monitoring • Environmental incident management and systems • Management and keeping abreast of legal requirements, climate change agreement & ESOS • Report on environmental permitting & solvent emissions directive • Data logging of environmental measures • Reach coordination • Packaging waste regulation management • Complete customer audits e.g. John Lewis • BCF liaison • Brexit compliance • Chain of custody FSC/PEFC management • EU timber regulation management
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<p>MEASURES OF SUCCESS</p> <p>All regulations are being met All permits and audits are up to date Audits run successfully with minimal NCR's The business is informed and engaged in all regulatory matters across all departments Anstey complies with all current relevant legislation, is prepared for imminent regulatory changes and has visibility and plans for future changes. 'We are considered internally and externally to have our "finger on the pulse" Quality and environmental policies are up to date and displayed appropriately The quality management system is easily accessible, frequently used and considered a useful tool within the business Compliance is considered a necessary and beneficial part of the organisation All functions work to a schedule in an organised and timely manner There is traceability throughout Anstey System visibility is good Reporting to agreed timescales</p>
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<p>CONNECTING WITH OTHERS</p> <p>-All internal departments within Anstey -Suppliers -External auditors -British Coating Federation – Trade Association -Customers – Through Sales and Customers services -Local authorities</p>	<p>-Auditing, training, updating the quality management system, writing procedures, writing systems -Quality and environmental management, calibration management -During BS Quality audits, FSC/PEFC audits, Charnwood Council audits, emission audits -Attend technical meetings to keep up to date with regulatory and legislative change -Create technical legislative updates to keep customers informed -Environmental permitting regulations</p>
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<p>QUALIFICATIONS</p> <p>Minimum 5 GCSE's A-C including Maths, English and a Science 3 Relevant A levels A degree in Chemistry or Environmental science</p> <p>Will consider equivalents</p> <p>Preferable... Auditing qualifications</p>	<p>EXPERIENCE & SKILLS</p> <p>Excellent level of written and spoken technical English Exceptional people and communication skills The ability to work across all levels of the business Competency with Microsoft Word, Excel and Power point Proven organisational and time management skills to a high level Working knowledge of compliance, regulatory and auditing environments Ability to read, understand, summarise and communicate standards and regulatory/legislative documents prudently and expeditiously Experience with emission measurement and understanding would be valuable An interest in and some knowledge of manufacturing and/or wallcoverings would be beneficial</p>
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BEHAVIOURS

Innate organisational skills
Modest but able to command respect
Must show a keen attention to detail
Inherent ability to manage time and schedules efficiently and effectively
Illustrate practical intelligence...common sense
Have an analytical approach
Be able to convey complicated, detailed and potentially tedious subject in a positive, clear, enthusiastic manner and engage a wide audience with a variety of backgrounds
Prioritise effectively
A desire to bring work to completion
An aptitude to handle several projects concurrently
Be capable of writing up systems and procedures quickly and accurately
Helpful, tidy, disciplined and take pride in their work
Self-motivated
Possess inherent drive
Goal and achievement oriented
Where the business and legislative demands differ, be able to work with all parties to realise a solution
Be equally adept at working alone or within a team

FOR LINE MANAGER ROLES ONLY

TOTAL EMPLOYEES –	DIRECT REPORTS –
COST RESPONSIBILITY –	REVENUE RESPONSIBILITY –
INFLUENCE –	

I agree within reason to undertake other duties over and above those listed in the job description.