



Role Profile

TEAM MANAGER - COMPLIANCE

Reference No.	G109.02	Type	Generic
Service	Fife Resource Solutions LLP		
Job Family	Team Manager 2	Grade	FC9

Purpose

In this standalone role as the lead H&S professional within the service, provide professional advice and support to Fife Resource Solutions to ensure compliance with health and safety and environmental legislation, and to manage a team of specialist officers to ensure the development and application of the necessary policies, procedures and actions in pursuit of this objective.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Managing a team of specialist officers that is responsible for the delivery of Health and Safety at Work, environmental compliance, quality management, and data management activities within FRS. This includes direct responsibility for work planning, objective setting, performance evaluation, absence management, and disciplinary action up to and including final written warning.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

Educated to SCQF level 9, which includes a Degree or equivalent, in a relevant discipline	✓	
Management of a multi skilled team or group of employees (Deliver results - See 'How We Work Matters' Framework)	✓	
NEBOSH General Certificate in Health and Safety	✓	
NEBOSH Certificate Environmental Management		✓
Working towards a NEBOSH Diploma in Health & Safety		✓
HNC in Waste Management	✓	
Organisational skills	✓	

E **D**

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	Flexible and adaptable to change Communication skills (Focus on customers) Ability to meet agreed deadlines Motivator and leader	✓ ✓ ✓ ✓	
Identifying, and analysing the impact of, developments in legislation, codes of practice and industry best practise in relation to health and safety at work, and environmental protection, and initiating the development of new or amended FRS strategies, policies, procedures, training programmes and actions as necessary.	Significant experience in the strategic development and delivery of policies, procedures and processes in relation to Occupational Health and Safety and environmental protection (Take ownership) Significant experience in the management and reporting of data Experience in the development and delivery of Quality Management Systems Chartered Quality Institute Quality Diploma COTC Level 4 in landfill or waste treatment Lead ISO Auditor	✓ ✓ ✓	✓ ✓ ✓
Identifying and analysing the impact of significant changes to working practices and proposed new operational activities on health and environmental protection, and initiating the development of new or amended FRS strategies, policies, procedures, training programmes and actions as necessary.	Knowledge of contemporary waste management operations and technologies (Embrace technology and information)	✓	
Advising, and persuading senior managers and operational managers of the need to take actions in relation to health and safety and environmental protection in the best interests of the organisation and its employees.			

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Monitoring service quality and performance in relation to health and safety, environmental performance and data management, ensuring compliance to relevant legislation, standards and specifications, and FRS policy.	Significant experience in the development and delivery of policies, procedures and processes in relation to Occupational Health and Safety and environmental protection and compliance (Work together)	✓	
Identifying and analysing the impact of changes to legislation and guidance in respect of Landfill Tax, and the development and updating of internal policies and procedures as necessary to ensure that landfill tax obligations of FRS and Fife Council are properly discharged.	Ability to provide a regular and effective service	✓	
Developing and managing data management systems that comply with the requirements of external agencies governing FRS activities, including the Scottish Environment Protection Agency and Revenue Scotland.	Working knowledge of landfill tax and waste data flow		✓
Developing and managing independently validated Quality Management Systems, including ISO 1800n.	Detailed knowledge of the principles of Quality Management and Integrated Management Systems	✓	
Liaising with external regulatory agencies including the Health and Safety Executive, Revenue Scotland and the Scottish Environment Protection Agency to promote FRS, sharing best practise and ensuring compliance with relevant legislation. Should this level of engagement not be higher given this person is the Lead H&S.	Significant knowledge of health and safety and environmental protection issue	✓	
	Working knowledge of landfill tax issues	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results