



Role Profile

TECHNICAL OFFICER (COMPLIANCE)			
Reference No.	A4222	Type	Individual
Service	Fife Resource Solutions LLP		
Job Family	Para-Professional 5	Grade	FC7

Purpose
<p>Undertake sampling, monitoring, audits and reporting of performance in accordance with the statutory obligations of FRS and Fife Council under the Health and Safety at Work Act 1974, the Pollution Prevention and Control Act 1999, and the requirements of the PPC Permits and Waste Management Licences (WML) as issued by the Scottish Environment Protection Agency (SEPA) to Fife Council.</p> <p>Assist in the management and operation of the Anaerobic Digestion (AD) Plant, composting (PAS100 accreditation) and leachate treatment plant.</p> <p>Assist in the maintenance of an IMS for FRS activities that simultaneously complies with ISO 9001 and ISO14001 (and future ISO 45001).</p>

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Task or Responsibility - for this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - criteria can apply to more than one task or responsibility.	E	D
Undertaking or arranging for samples of processed and unprocessed waste, leachate, groundwater, surface water, landfill gas, dust, noise, odour, rainfall, evaporation, temperature and wind speed/direction in relation to waste treatment and disposal activities for which FRS is responsible including (but not limited to) landfills, AD Plant, materials recovery facilities (MRFs) and leachate treatment facilities.	Experience of waste processing and treatment technologies Experience of sampling techniques Experience of laboratory techniques	✓ ✓ ✓	
Analysing the monitoring results, and compare actual against PPC Permit/WML limits, including interpretation of trends. Reporting breaches and other issues, including their investigation and potential remedial action to Service Manager(s) and appropriate Team Managers. This also includes liaising with the relevant SEPA Officers.	Experience in interpreting scientific data Knowledge of hydrogeology and hydrology Problem solving skills Accuracy skills Numeracy skills Research skills	✓ ✓ ✓ ✓ ✓	
Conducting audits of FRS facilities, including landfills, transfer stations, AD Plant, MRFs, leachate treatment facilities, and recycling centres to assess compliance with statutory obligations relating to health and safety and the environment, including obligations set out in PPC permits and WMLs.	Skilled at identifying causes of non-compliance and analysis of the potential impacts on health and safety and/or risk of pollution Team working skills	✓ ✓	

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<p>Assisting with the management and operation of the AD Plant, ensuring the requirements of the PPC Permit and Animal By-Products Regulations are met.</p> <p>This includes preparing work schedules; checking on microbial health of plant; monitoring and sampling of digestate, percolate and leachate; purging of fermenters and ensuring gas levels are safe, calibrating equipment, ensuring retention times and traceability are met; <i>E. Coli</i> and <i>Salmonella</i> testing and liaising with the Animal and Plant Health Agency (APHA) and SEPA.</p>	<p>Customer service skills</p> <p>Prioritisation skills</p> <p>Experience of complex biological and biochemical activities carried out on an industrial scale</p> <p>Management skills</p> <p>Organisational skills</p> <p>Knowledge of the gases that this process generates and their health, safety and environmental impact</p> <p>Knowledge of PAS 100 and hazard analysis and critical control points of an AD and composting processes</p> <p>Knowledge of Animal By-Products Regulations</p>	<p>✓</p> <p>✓</p> <p></p> <p>✓</p> <p>✓</p> <p></p> <p></p> <p></p> <p></p>	<p></p> <p></p> <p>✓</p> <p></p> <p></p> <p>✓</p> <p>✓</p> <p></p>
<p>Operating and monitoring of six different Supervisory Control And Data Acquisition (SCADA) systems, which covers the 'Schmack AD', 'Awite' gas analysing, compost, leachate treatment and heating systems.</p> <p>These systems are used for undertaking specific tasks, monitoring, recording, fault finding and triggering of alarms; and will require the post holder to act accordingly.</p>	<p>Knowledge of SCADA systems</p>	<p></p>	<p>✓</p>

E = Essential Criteria D = Desirable Criteria

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<p>Operating the Leachate Treatment Plant in accordance with the PPC Permit, this includes monitoring parameters such as pH, settlement, temperature, flow and dissolved oxygen.</p> <p>Monitoring of sodium hydroxide, anti-foam and acid levels and ordering of the relevant chemicals. Ensuring the required sampling and lab analysis is undertaken and analyse results to identify trends or breaches and investigate/remediate as appropriate.</p>	<p>Knowledge of COSHH assessments and precautions to take when handling chemicals</p> <p>Knowledge of sequencing batch reactor treatment processes</p> <p>Educated to SVQ Level 4/ SCQF level 8, which includes HND in relevant area, e.g. Environmental Science and/or COTC 'Managing Treatment Operations Biodegradable Waste'</p>	<p>✓</p> <p>✓</p>	<p>✓</p>
<p>Compiling and producing monthly, quarterly and annual reports to SEPA. This includes the production of KPI reports and management plan reviews of PPC Permits and WMLs and reporting of breaches of Permit or WML conditions together with proposed remedial actions.</p>	<p>Report writing skills</p>	<p>✓</p>	
<p>Undertaking all other duties as required for the role. Duties will be in line with the grade.</p>			

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Additional Tasks or Responsibilities - this is a generic role, however, this particular job may also require you to undertake the following:			
Task or Responsibility - for this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - criteria can apply to more than one task or responsibility.	E	D
Assisting the relevant Service Manager to develop, implement, maintain and review an IMS for all FRS activities that provides for simultaneous compliance with ISO 9001, ISO 14001 (and future ISO45001).	<p>Knowledge and experience of document control</p> <p>Skilled in data analysis and reporting</p> <p>IT skills (Embracing technology and information - See 'How We Work Matters' Framework)</p> <p>Knowledge of key aspects of ISO 9001, ISO 14001 and ISO45001.</p> <p>Provide a regular and effective service.</p> <p>Communication skills</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p></p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p></p> <p>✓</p> <p></p>
Providing and/or arranging training of FRS employees in the operation of the IMS.	Presentation skills	✓	
Providing and/or arranging for health and safety, environmental compliance and operational training for FRS employees and contractors.	<p>Knowledge of health and safety and environmental compliance obligations of FRS</p> <p>Knowledge of relevant regulations, Codes of Practice, PPC Permits and WMLs</p> <p>Knowledge of contemporary health and safety and environmental issues affecting the wider Resource Management industry</p>	<p></p> <p>✓</p> <p>✓</p>	<p>✓</p> <p></p> <p></p>

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Developing, implementing and reviewing Action Plans to record and reduce incidences of near misses, defects, accidents and complaints. Assisting the relevant Service Manager to provide reports to the FRS Management Team and the Board of FRS.	Knowledge of health and safety and environmental risks associated with a Resource Management organisation carrying out diverse and technically complex activities.	✓	

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>