



<b>Job Title (Vidrala Group)</b>	Environmental Compliance & Assurance Specialist
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<b>Organisational Unit</b>	Encirc
<b>Business Unit</b>	Health, Safety & Environment
<b>Reporting to (Hierarchical)</b>	Environmental Compliance & Assurance Manager
<b>Reporting to (Functional)</b>	Environmental Compliance & Assurance Manager

### Main Purpose of Role

The Environmental Compliance & Assurance Specialist supports the delivery of Encirc's environmental governance, assurance, and compliance activities across all sites and business units.

Working under the direction of the Environmental Compliance & Assurance Manager, this role helps maintain the company's compliance framework, supports internal audits, tracks legal and permit obligations, and ensures timely and accurate reporting of environmental performance data.

The Specialist plays a key role in strengthening environmental assurance, providing expert technical guidance, and driving consistency across Encirc in alignment with Encirc's Zero Harm to People & Environment strategy.

### Key Accountabilities

#### Compliance Monitoring

- Maintain and update the Environmental Compliance Framework and legal register under direction of the Manager.
- Support sites in ensuring compliance with all environmental legislation, permits, licences, and regulatory obligations.
- Track completion of statutory inspections, testing, and permit requirements.
- Review site environmental compliance documentation and identify gaps or areas for improvement.

#### Audit & Assurance

- Support delivery of the internal environmental audit programme across all Group sites.
- Plan, coordinate, and assist with audit schedules, documentation reviews, and follow-up activities.
- Prepare audit summaries and assist with drafting assurance reports and improvement recommendations.
- Support third-party certification audits (ISO 14001, ISO 50001) and external regulatory inspections.

#### Governance & Reporting

- Collate and verify environmental performance data for inclusion in dashboards, KPIs, and management reports.
- Track and monitor site-level corrective and preventive actions to closure.
- Support the development of monthly and quarterly environmental assurance reports for the Group Head of HSE and ExCo.
- Assist in identifying trends, emerging risks, and opportunities for improvement from compliance data and audits.

#### Advisory & Support

- Provide technical guidance to site HSE teams on environmental compliance topics and documentation.
- Help interpret environmental regulations, permits, and conditions relevant to operations.
- Support development and roll-out of group environmental procedures and standards.
- Deliver awareness briefings and training sessions for site teams and new environmental leads.

#### Continuous Improvement

"This is a brief outline of the role and is by no means exhaustive. The post holder will be expected to undertake duties as appropriate to the position. Significant changes to the role and its responsibilities would be subject to appropriate consultation with the post holder".



- Contribute to initiatives improving the consistency, quality, and transparency of environmental governance across sites.
- Research and share best practice, legislative updates, and innovations in compliance monitoring and reporting.
- Participate in environmental improvement projects related to waste, emissions, energy, and resource efficiency.
- Assist in preparation of ESG and sustainability data where required.

## Knowledge, Skills and Experience

### Essential Functional / Technical Skills

#### Essential:

- Degree in Environmental Science, Environmental Management, or a related discipline.
- Minimum 3–5 years' experience in environmental compliance, audit, or management systems within manufacturing or industrial settings.
- Good working knowledge of environmental legislation, ISO 14001, and ISO 50001.
- Experience supporting audits, inspections, and compliance reporting.
- Strong analytical and organisational skills with attention to detail.

#### Desirable:

- IEMA Practitioner or Professional Membership.
- Internal Auditor or Lead Auditor training (ISO 14001).
- Experience working within a high-hazard or COMAH environment.
- Familiarity with carbon and sustainability reporting frameworks.

### Personal Attributes / Competencies

- Strong technical and analytical skills with a structured approach to problem-solving.
- Excellent written and verbal communication skills.
- High integrity, discretion, and accuracy in reporting.
- Collaborative and supportive approach within a multi-site team.
- Capable of managing multiple priorities and meeting deadlines.

#### Alignment with our company values:

- Commitment to Customers
- People Commitment & Development
- Sustainability
- Collaboration
- High Performance
- Innovation & Continuous Improvement

#### Alignment with our company purpose:

- Great People
- Great Place
- Great Future

## Impact

### Individual Contribution / KPIs

- Timely and accurate completion of environmental audit and compliance tracking activities.
- % of site audit actions closed within agreed timescales.
- Accuracy of environmental compliance data and reporting.
- Reduction in repeat non-conformities across the Group.
- Positive feedback from sites and managers on support effectiveness.

### Key Contacts

- Head of HSE, Site HSE Teams, Corporate Sustainability Team, Environmental Analyst
- Environmental Regulators, Certification Bodies, and External Auditors

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Value	Leads Self
<b>Commitment to Customers</b> 	<ul style="list-style-type: none"> <li>➤ I am open and honest, I strive to exceed expectations while remaining realistic.</li> <li>➤ My stakeholders can trust me to be honest and supportive.</li> <li>➤ I seek and act on feedback.</li> </ul>
<b>People Commitment and Development</b> 	<ul style="list-style-type: none"> <li>➤ Through reflection I am clear about my own development needs, I seek feedback and support.</li> <li>➤ I treat all people with respect and dignity. I value equity, diversity and inclusion. I respectfully call out any unsafe or disrespectful behaviours, every time.</li> </ul>
<b>Sustainability</b> 	<ul style="list-style-type: none"> <li>➤ I understand my part in our sustainability strategy, I ensure that my own personal impact on the environment and others is a positive one.</li> <li>➤ I engage with new initiatives, and I champion our sustainability goals.</li> <li>➤ I am accountable for the safety, health and wellbeing of myself and others, I share ideas for people-focused improvements.</li> </ul>
<b>High performance</b> 	<ul style="list-style-type: none"> <li>➤ I understand my part in our company purpose, mission and values.</li> <li>➤ I reflect on my performance and plan ahead, in order to safely achieve my objectives or targets.</li> <li>➤ I approach challenges positively; I respond to changing priorities and maintain high standards.</li> </ul>
<b>Collaboration</b> 	<ul style="list-style-type: none"> <li>➤ I am open, honest and respectful with all stakeholders, I build strong relationships based on trust.</li> <li>➤ I use my strengths to support others, I ask for help and welcome input. I am accountable to my team for delivering against agreed standards.</li> </ul>
<b>Innovation and continuous improvement</b> 	<ul style="list-style-type: none"> <li>➤ I am curious and contribute ideas for improvements when I have them, no matter how small.</li> <li>➤ I remove barriers to progress, I start with why.</li> <li>➤ I embrace change, I work with others to make necessary changes possible.</li> </ul>