



# Job Description Compliance Assistant

<b>Job Title</b>	Compliance Assistant [V2]
<b>Department</b>	Compliance
<b>Reporting to</b>	Chemical Process Safety Manager
<b>Responsible for</b>	N/A
<b>Location</b>	Standish Site
<b>Hours of Work</b>	Subject to Contract
<b>Contract</b>	Permanent [6 Month probation period]

**Job purpose** The main purpose of the Compliance Assistant is to assist and support the Compliance Manager to ensure that all activities are carried out in compliance to the company standards for health, safety, environmental and quality.

To promote a positive climate in which EHS is seen by management, employees, neighbours, customers, and other off-site agencies as being fundamental to the company's day to day operations. Ensuring that policies, programmes, systems, procedures, and registrations are developed and maintained to meet company and regulatory health, safety environmental and quality assurance requirements.

Any other reasonable task requested by the Directors and Managers would also be included in the responsibilities.

## Responsibilities

- To accurately complete all necessary documentation in a timely manner
- Update Health, Safety & Environmental registers – on LUS database
- Populate and complete Aspects Register
- HSEO – Administration
- Compliance Audits
- Trouble-shoot problems and implement and communicate corrective and preventative action
- Training
- Contractor Management
- General OSHA related compliance issues - Checking/auditing spill kits, first aid, eye was stations
- Cooling tower compliance/Legionella control – Liaise with Advanced Water etc
- Follow up and measurement of audit and report corrective measures
- Assisting with various types of risk assessments including COSHH and Manual Handling
- Assistance in the review of the HSE Management System and Manuals
- Preparing SOPs as required



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- Carrying out risk assessments
- Management of Workwear contract
- All other HSE related duties allocated by the Compliance Manager
- Immediately report any incident which the management need to address using the appropriate reporting system
- Carry out additional duties not yet listed above at the discretion of the Directors



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Skills / Knowledge / Experience	Essential	Desirable
Model and promote an organisational culture that fosters safety through effective leadership	X	
Good working knowledge of the chemical industry and associated legislation		X
Chair meetings or committees		X
Completion and management of risk assessments including COSHH		X
Experience of a COMAH site	X	
Ability to Lead scenario training and emergency drills		X
Experience in a similar role	X	
Knowledge of 45001 & 14001	X	
Audit Experience Setting audit schedules and completion of internal audits	X	
Presenting to groups including senior management		X
Management of projects and teams		X
Co-ordination of site training	X	

Qualifications	Essential	Desirable
NEBOSH Level 3 certificate		X
IOSH Managing safely		X
Lead Auditor 45001 & 14001 (9001)		X