

Person specification

Job title: Project and Compliance Administrator

Criteria	Essential	Desirable
Qualifications	Environmental Science NVQ or relevant Degree	WAMITAB Level 4 High Risk Operator Competence for Managing Non-Hazardous Open Landfill Member of Chartered Institute for Waste Management
Attainments/competencies	Waste classification Detailed technical knowledge of waste industry Working in line with the Environmental Permitting Regulations requirements and the site specific waste acceptance procedure	Ability to monitor and action any HSQE issues on site
Previous experience	4/5 years waste industry experience with demonstrable experience of waste classification for non-hazardous and hazardous landfill facilities Experience of providing regular reporting to relevant regulatory bodies	Weighbridge operative experience

Criteria	Essential	Desirable
Special aptitudes	<p>Good IT skills and effective user of MS Office</p> <p>Ability to liaise and converse effectively with clients in a professional manner</p> <p>Excellent communication & teamwork skills</p> <p>Good organisational skills</p> <p>Proactive approach to health and safety</p> <p>Process-oriented and detail-focused</p>	
Personal Attributes	<p>Aligned to the company core values and behaviours: -</p> <p>Passion & Excellence: - pursue a can-do attitude; being proactive and owning your work. Challenge the status quo and love what you do</p> <p>Respect – be aware of your impact on others; value openness and carefully listen to the review of others. Respect your colleagues, self and environment. Look after the tools of your trade.</p> <p>Collaboration – work together to achieve a common goal</p> <p>Empathy – demonstrate a caring approach to your colleagues, customers and self</p> <p>Honesty & Integrity – when something goes wrong – own it! Learn from mistakes and avoid it happening again</p> <p>Flexible attitude, willing to take on tasks to meet project needs</p>	

Criteria	Essential	Desirable
Other requirements	Able to work unsocial hours and/or extended days to meet changing needs	