

## ROLE PROFILE

<b>Job Title:</b>	<b>Registrar</b>	<b>Reports to:</b>	<b>Policy and Regulations Manager</b>
<b>Based at:</b>	Holly Walk, Leamington Spa	<b>Date:</b>	<b>March 2016</b>
<b>Hours</b>	09:00 – 17:00 - Monday to Friday		

### Job Purpose

To support the Policy and Regulations Manager with the effective and professional operational delivery of the Registrations function by providing registrations advice in accordance with the Landfill Tax Regulations 1996 (Regulations) enrolling organisations as Environmental Bodies (EBs) and approving projects to ensure that they comply with the Regulations., providing advice and guidance to stakeholders and internal teams on registrations and policy issues; and any other duties which are commensurate to the role.

Key Results Areas	Typical Tasks
<b>Manage the process to register organisations as EBs</b>	<ul style="list-style-type: none"> <li>• Take day to day responsibility for the process of enrolment applications for potential and enrolled EBs to establish and maintain compliance with the Regulations;</li> <li>• Assess applications and request further information/clarification, or register as appropriate;</li> <li>• Provide advice where necessary regarding applications to enrol as an EB, both written and verbal;</li> <li>• Ensure enrolment processes and procedures are fully documented and updated as required;</li> <li>• Recommend process improvement or change to the enrolment process;</li> <li>• Prepare management information on the enrolment process; and</li> <li>• Ensure KPIs are met and delivered as per the Corporate Plan.</li> </ul>
<b>Manage the process to approve project applications</b>	<ul style="list-style-type: none"> <li>• Process project applications for potential and enrolled EBs to establish and maintain compliance with the regulations;</li> <li>• Assess applications and request further information/clarification or register as appropriate;</li> <li>• Provide advice where necessary regarding applications for project registration, both written and verbal;</li> <li>• Review and guide prospective non-compliant EBs and projects prior to enrolment and project approval;</li> <li>• Review and approve requests for project extension;</li> <li>• Ensure project approval processes and procedures are fully documented and updated as required;</li> <li>• Recommend process improvement or change to the project approval process;</li> <li>• Prepare management information on the project approval process; and</li> <li>• Ensure KPIs are met and delivered as per the Corporate Plan.</li> </ul>
<b>Assistance in maintaining the integrity of the data held on EOL</b>	<ul style="list-style-type: none"> <li>• Where necessary, working with the Information Technology Team, to ensure that data reports are accurate; and</li> <li>• Highlighting problems found with the EOL system, and assisting with their resolution and testing.</li> </ul>

<b>Assistance in the development of training materials and delivery of training events</b>	<ul style="list-style-type: none"> <li>• Assisting the Policy &amp; Regulations Manager in developing training materials to meet the needs of Environmental Bodies; and</li> <li>• Administrative support for stakeholder training events.</li> </ul>
<b>Corporate Objectives</b>	<ul style="list-style-type: none"> <li>• Support Corporate objectives in order to deliver ENTRUST's business objectives;</li> <li>• Liaison with internal &amp; external stakeholders as required; and</li> <li>• Attendance at meetings as required.</li> </ul>

<b>Person Specification</b>	
<p><b>Knowledge, Skills &amp; Experience:</b></p> <ul style="list-style-type: none"> <li>• Graduate calibre;</li> <li>• Experience of the not for profit sector;</li> <li>• Experience of registration, membership organisation or similar;</li> <li>• Experience of undertaking projects with tight deadlines to a high level;</li> <li>• Ability to absorb and understand Regulations and the scheme quickly;</li> <li>• Persistent and tenacious in obtaining accurate information;</li> <li>• Strong planning, prioritisation and organisational skills;</li> <li>• High level computer literacy, including Excel and data manipulation;</li> <li>• The ability to analyse large amounts of information and report concisely on the results;</li> <li>• Excellent communication skills; and</li> <li>• Negotiating and influencing skills.</li> </ul>	<p><b>Personal Attributes:</b></p> <ul style="list-style-type: none"> <li>• A positive, 'can – do' approach to problem solving;</li> <li>• Flexible and responsive to change;</li> <li>• Calm and organised;</li> <li>• Ability to interact and communicate effectively at all levels;</li> <li>• Strong attention to detail; and</li> <li>• Ability to plan and prioritise.</li> </ul>
<b>Special Features</b>	
<p><b>Desirable, but not essential</b></p> <p>Knowledge of:</p> <ul style="list-style-type: none"> <li>• Five Principles of Good Regulation;</li> <li>• Regulators' Compliance Code;</li> <li>• Code of Practice on Consultation;</li> <li>• Hampton Code; and</li> <li>• Interest in the environment and community projects.</li> </ul>	