

ROLE PROFILE

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| Job Title: Regulations Officer | Reports to: Policy and Regulations Manager |
| Based at: Leamington Spa | Date: June 2021 |

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| <p>Job Purpose</p> <p>To support the Policy and Regulations Manager with all aspects of the regulatory, registrations and training function, relating to the Landfill Communities Fund (LCF), within ENTRUST to include:</p> <ul style="list-style-type: none"> • Assisting in the development and communication of Regulations, policy positions and guidance including managing consultations; • Giving advice and guidance to stakeholders and internal teams; • Compiling reports for stakeholders; • Delivering training events and developing training materials to meet the needs of Environmental Bodies (EBs); • Managing the monthly Enforcement procedures ensuring a consistent approach to breaches; • Assistance to other internal teams including carrying out pre-approval reviews of project applications; • Managing the administration of the company's Quality Management System (QMS); • Assisting in maintaining the integrity of the data held on ENTRUST Online (EOL); and • Any other duties which are commensurate to the role. |
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| Key Results Areas | Responsibilities |
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| Giving advice and guidance to stakeholders and internal teams | <ul style="list-style-type: none"> • The first point of contact for advice and guidance in relation to the application of the Landfill Tax Regulations 1996 (Regulations) for both stakeholders and internal teams. |
| Regulations, policy positions, consultations and guidance | <ul style="list-style-type: none"> • Research and benchmarking tasks to assist in the development of new Regulations, policy positions and guidance; • Analysing stakeholder responses to consultations and evidence gathering exercises and preparing reports on the findings; • Assisting with the development of new guidance; • Assisting in the development of reporting forms; and • Communicating new guidance to stakeholders. |

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| Providing reports to stakeholders | <ul style="list-style-type: none"> • Preparing in depth reports including those analysing data; • Monthly reporting of information to HMRC; • Any other ad-hoc data requests; and • Preparing monthly and ad-hoc management information for internal use. |
| Enquiry handling | <ul style="list-style-type: none"> • Responding to telephone and email enquiries as per the Customer Charter; and • Ensuring all enquiries are appropriately documented; |
| Assist with carrying out Registrations, Enforcement and Training processes | <ul style="list-style-type: none"> • Processing project and enrolment applications for potential and enrolled EBs to establish and maintain compliance with the regulations; • Communicating regulations and interpretations to potential and enrolled EBs, landfill operators and other interested parties in order to provide an understanding of the scheme and compliance issues; • Assessing project applications and request further information/clarification or register as appropriate; • Providing advice where necessary regarding project and enrolment compliance, both written and verbal; • Completing pre-approval project reviews and site visits for high-risk projects ensuring that any risks are identified and mitigated; • Managing the monthly processes for breaches relating to late reporting of forms and project spend outside the prescribed period; • Assisting with the delivery and development of training events and materials by identifying training needs, delivering training events, evaluating the use and effectiveness of training materials and events and developing additional materials. |
| Assistance in maintaining the integrity of the data held on EOL | <ul style="list-style-type: none"> • Where necessary, working with the Information Technology Team, to ensure that data reports are accurate; and • Highlighting problems found with the EOL system, and assisting with their resolution and testing. |
| Quality Management | <ul style="list-style-type: none"> • Managing the company's Quality Management System ensuring all departments have up to date policies and procedures |
| Corporate Objectives | <ul style="list-style-type: none"> • Supporting Corporate objectives in order to deliver ENTRUST's business objectives; • Ensuring KPIs are met and delivered as per the Corporate Plan; • Liaising with internal & external stakeholders as required; and • Attending meetings as required. |

| Person Specification | |
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| <p>Knowledge, Skills & Experience:</p> <ul style="list-style-type: none"> • Graduate level experience; • Experience of undertaking projects with tight deadlines to a high standard; • Ability to absorb and understand Regulations and the scheme quickly; • Experience of developing training materials and delivering training; • Persistent and tenacious in obtaining accurate information; • Strong planning, prioritisation and organisational skills; • High level computer literacy; • The ability to analyse large amounts of information including numerical data and report concisely on the results; • Excellent communication skills; and • Negotiating and influencing skills. | <p>Personal Attributes:</p> <ul style="list-style-type: none"> • A positive, 'can – do' approach to problem solving; • Flexible and responsive to change; • Calm and organised; • Ability to interact and communicate effectively at all levels; • Strong attention to detail; and • Ability to plan and prioritise competing projects and requests. |
| Special Features | |
| <p>Desirable, but not essential:</p> <ul style="list-style-type: none"> • Interest in environment and community projects; and • Interest in the regulatory, policy and compliance sector. | |