

ROLE PROFILE

Job Title:	Regulations Officer	Reports to:	Policy and Regulations Manager
Based at:	Holly Walk, Leamington Spa	Date:	June 2019
Hours	09:00 – 17:00 - Monday to Friday		

Job Purpose	
<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; • Giving advice and guidance to stakeholders and internal teams; • Compiling reports for stakeholders; • Managing training events and developing training materials to meet the needs of Environmental Bodies (EBs); • Assistance to other internal teams; • Assistance in maintaining the integrity of the data held on ENTRUST On-Line (EOL); and • Any other duties which are commensurate to the role. 	
Key Results Areas	Typical Tasks
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.
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 • Prepare monthly and ad-hoc management information for internal use.
Enquiry handling	<ul style="list-style-type: none"> • Respond to enquiries as per the Customer Charter; and • Ensure all enquiries are appropriately documented.
Assist with carrying out Registrations and Training processes	<ul style="list-style-type: none"> • Process project and enrolment applications for potential and enrolled EBs to establish and maintain compliance with the regulations; • Communicate regulations and interpretations to potential and registered EBs, landfill operators and other interested parties in order to provide an understanding of the scheme and compliance issues;

	<ul style="list-style-type: none"> • Assess applications and request further information/clarification or register as appropriate; • Provide advice where necessary regarding project and enrolment compliance, both written and verbal; • Assist 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"> • Manage the company's Quality Management System ensuring all departments have up to date policies and procedures
Corporate Objectives	<ul style="list-style-type: none"> • Support Corporate objectives in order to deliver ENTRUST's business objectives; • Ensure KPIs are met and delivered as per the Corporate Plan; • Liaison with internal & external stakeholders as required; and • Attendance at meetings as required including the attendance and minuting of sector liaison meetings.

Person Specification

Knowledge, Skills & Experience:

- Graduate calibre;
- Experience of undertaking work with tight deadlines to a high level;
- 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.

Personal Attributes:

- 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.

Special Features

Desirable, but not essential

- Interest in environment and community projects; and
- Interest in the regulatory, policy and compliance sector.