

Samworth Brothers

QUALITY FOODS



ROLE PROFILE			
Job title	Bakery Environmental Co-Ordinator	Date	October 2023
Business	Walker & Son, Savoury Pastry		
Department	Responsible Business		
Location	Charnwood Bakery		
ROLE SUMMARY (main purpose)			
The Responsible Business / sustainability agenda continues to increase in importance and businesses are being challenged to demonstrate their commitments. The Bakery Environmental Co-Ordinator is a key role within the Bakery team and has responsibility ensuring environmental compliance and delivering environmental improvement programmes. The role will also support the Category Sustainability Manager with Category-wide environmental initiatives and through timely reporting of environmental performance data. The role will involve engagement and liaison with environmental regulators such as the Environment Agency, environmental risk assessment, development and implementation of environmental management controls, environmental inspections and internal auditing. Facilitate the support of effective management of the Environment systems on site. To verify and validate methods and standards. To report and take appropriate action to safeguard the business if environmental risks are identified. Charnwood and Abbey bakeries point of contact for Environmental regulators.			
REPORTING STRUCTURE			
Reports to	Category Sustainability Manager		
Direct & indirect reports	None		
Key internal stakeholders	Operations, Technical, Engineering, Health & Safety		
Key external stakeholders	Regulatory authorities (Environment Agency, Water Authority)		
KEY ACCOUNTABILITIES AND RESPONSIBILITIES			
- Developing & maintaining an environmental management system, capable of certification to ISO14001 - Setting & maintaining Bakery governance to review responsible business performance - Gather environmental KPI data to assist the governance process and internal reporting of performance - Administrating the Bakery Energy Plan and Food Waste Plan, to support delivery of group roadmap - Risk Assessment; implementing & operating a structured & documented way of identifying & managing environmental risks - Training & Competence - Internal auditing; run an internal audit programme and conduct audits - Regulator liaison; point of contact for Environment Agency liaison, Water Authority, and external auditors (ISO14001) - Improvement Programmes; tracking and close-out of non-conformances - Engagement with the Group Responsible Business team to support delivery on Group-wide initiatives and facilitate internal and external reporting			

QUALIFICATIONS, EXPERIENCE, SKILLS / KNOWLEDGE	
Qualifications	• IEMA Associate Certificate or equivalent (desirable) • EMS Internal auditor (desirable)
Experience	• Experience in FMCG / food manufacturing sector (desirable) • Experience working within an environmental focused role (required) • Working with the Environment Agency and other regulatory bodies (desirable) • Associate IEMA Member (desirable)
Skills/ Knowledge	• Knowledge of ISO14001:2015 and other related standards • Up to date knowledge of environmental legislation • Effective interpersonal skills and a collaborative approach to team working • Excellent problem-solving abilities to seek innovative, effective and efficient solutions • Analytical and logical thinking skills and the ability to think in an integrated / systematic manner • Good oral and written communication skills, including presentation and report writing skills • Ability to influence/persuade others to align to a particular course of action • Project management skills to enable programmes of work to be delivered on time and on budget to the expected standard

PERSONAL ATTRIBUTES & BEHAVIOURS
The successful candidate will seek to work collaboratively with colleagues throughout the business, building strong relationships both internally and externally, to deliver role objectives. They will also demonstrate positivity, a can do attitude and resilience in driving the environmental agenda at site level, and quickly gain the confidence of other colleagues.

COMPETENCIES FOR SUCCESS	
Competency	Descriptors
Values People	Demonstrates the belief that people are our most important asset and central to the success of the organisation. Everybody should be treated with dignity and respect at all times.
Customer Focus	Is passionate about quality, striving to continuously make a positive difference for our customers and our consumers.
Collaborative Team Working	The willingness to act as part of a team and work towards achieving shared objectives through adopting best practice in line with our purpose statement and Company values.
Flexibility and Adaptability	The ability to change and adapt your behaviour or work procedures when there is a change in the work environment, for example as a result of changing customer needs.
Initiative and Taking Ownership	Steps up to take personal responsibility and accountability for tasks in line with our purpose statement and our Company values.
Drive for Excellence	Knows the most effective and efficient processes for getting things done, with a focus on continuous improvement.

Resource Management	Effectively manages resources and cost drivers to achieve sustainability productivity and profitability.
Technical Expertise	Has the skills, knowledge and experience required to excel in own area of specialism and the willingness to further grow and develop.
Self-management	Uses a combination of feedback and reflection to gain insight into personal strengths and weaknesses, so that own time, priorities and resources can be managed to achieve