| **Job Title: Environmental Co-Ordinator** | **Reports To: Bradgate Bakery SHE Manager**  |
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| **Job Purpose** |
| To provide professional support to the sites Senior Teams / SHE Manager and relevant functions to ensure a common and consistent approach to all environmental matters aligned with Bradgate and Group Environmental policy commitments. |
| **Key Responsibilities and Accountabilities**

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|  **Key Accountabilities** | **Performance Measures** |

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| * Working with the Bradgate SHE Manager - develop and implement the sites environmental strategy, compliance processes and procedures. Ensure SHE Manager has the correct information and insight to work with the Site Senior teams to deliver Site and Group Environmental targets.
* Facilitate the development and work with Key stakeholders to continue to drive key outputs of the Bradgate Environmental Management System (EMS) to support certification to ISO 14001.
* Work with the site SHE manager to facilitate the development of a positive Environmental culture through Environmental education, training and coaching to change environmental behaviours and improve performance.
* With the She Manager. Co-ordinate and support management of all Stakeholder relationships (Environment Agency, Customers, Local Community, Group) to ensure no major non-conformance issues.
* Through the site SHE Manager and Site teams provide insight to drive environmental performance improvement through the Carbon Desktop and, Waste and Effluent Management targets.
* Identify performance improvement opportunities for the She Manager / Site Management teams to deliver upon projects in order to achieve targets and improved risk rating / cost efficiency.
* Deliver Environmental reporting information and provide insight and recommendations to allow management teams to make informed decisions and prioritise actions.
 | * Business / Group Environmental Plan target delivery.
* EMS Monitored for Non-conformances.
* Business unit Training plans delivered.
* Training delivered and evaluated.
* Compliance metrics Green.
* Delivery of Performance KPI’s.
* Group targets.
* Risk Rating.
* Cost efficiency target insight.
* Reporting systems established.
* Timely reporting.
* Legal compliance.
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| **Person Specification** |
| **Qualifications** | Professional qualification in Environmental Management  |  |
| **Work Experience** | Previous Environmental experience ideally gained within a manufacturing environmentExperience of working with partnershipsExperience of giving presentations and/or facilitating workshopsExperience in report writing |  |
| **Knowledge** | Up to date knowledge of Environmental legislation.Understanding of chilled food manufacturing. |   |
| **Job Skills** | Ability to interpret and summarise complex information in a way that is relevant and easily understood both orally and in writing to a variety of audiences.Understanding/awareness of basic business financial reporting/interpretation.Ability to work under pressure and within tight deadlinesAbility to multitask.Ability to motivate people from a wide range of backgrounds.Able to demonstrate genuine commitment to sustainability issues Flexible approach to working/working in a team. |  |
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| **Key Competencies** |
|  | Competency | Required Behaviour |
| Leadership | Building, engaging and inspiring teams | Delegates and Empowers |
| Creates understanding and commitment | Works to influence |
| Delivering sustainable results | Aspires to exceed targets |
| Developing potential in others | Aids individual development |
| Making robust decisions | Successfully applied judgement |
| Setting direction | Uses the strategy to maximum benefit |
| Drive for results | Entrepreneurial initiative |
| Adaptability | Collaboration |
| Interpersonal credibility | Communication |
| Working together | Contributes beyond the formal team |
| Role Specific | Analysis and problem solving | Uses understanding to recommend action |
| Attention to detail | Works to make improvements |
| Business consulting | Diagnoses, develops and delivers |
| Customer focus | Takes responsibility |
| Risk management | Provides risk analysis |
| Building sites capability | Customer service orientation |

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| **Circumstances** | * Full driving Licence required
* Ability to work flexibly across 7 days where required
* Home to be within 30 miles of the operating site
* Travel to and from sites on a regular basis required.
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