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| **JOB OVERVIEW** |
| **JOB TITLE** | **Environmental Coordinator**  |
| **HEADCOUNT REFERENCE NO** |  | **LOCATION** | **Site specific**  |
| **ORG LEVEL 1** | **Environment** | **GRADE** | **6** |
| **ORG LEVEL 2** | **Facilities & Maintenance**  | **STANDARD WORKING HOURS** | **39 – Mon-Thurs 07:30 to 16:30, Fri 07:30 to 12:30** |
| **ORG LEVEL 3** | **Manufacturing** | **REPORTS TO** | **Environmental Engineer / Systems Manager**  |
| **POSITION DETAILS** |
| **DEPARTMENT OVERVIEW** | The Environmental team is responsible for ensuring compliance with environmental law, conformance with the environmental management system standards (ISO14001 & ISO50001) and for the achievement of environmental objectives.  |
| **JOB PURPOSE** | The Environmental technician supports the Environmental engineers and systems manager to ensure Environmental compliance across AML. She / he supports the Environmental team by ensuring regulatory compliance and conformity with ISO14001:2015 environmental management system, sustaining & improving the standard and preparing additional site certification aligned to company expansion & growth.  |
| **KEY DUTIES AND RESPONSIBILITIES** | * Maintain and improve conformance to ISO14001 (Environmental Management System) & ISO50001 at certified sites.
* Collate data and drive closure of actions on the reporting system.
* Support environmental working groups as required.
* Support / develop and implement environmental initiatives companywide to drive environmental awareness.
* Complete analysis of environmental data and preparation of reports.
* Support waste management requirements at site.
* Undertake regular waste reviews.
* Support / conduct internal audits as relevant for ISO14001, ISO50001
* Undertake regular site inspections / audits driving continual improvement.
* Support Compliance Champion lead with implementation of compliance champions and monthly meetings.
* Check and support process for spills kits across site.
* Support meter reading process across site.
* Create and manage toolbox talk plan.
* Report potential near misses / incidents.
* Support Environmental team as required.
* Coach / mentor AML employees on company policies / procedures and lead by example
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| **MANAGEMENT BREADTH** | You will manage own time and priorities as required and support Environmental engineer.  |
| **RELATIONSHIPS** | Internally, you will work closely with the Environmental Engineer to ensure alignment on environmental topics across the business.  |
| **BUDGETARY ACCOUNTABILITY**  | N/A  |
| **PROBLEM SOLVING & ACCOUNTABILITY** | You will support preparation of environmental performance reports to multiple channels: working groups, environmental management reviews |
| **CONSTRAINTS** | There are multiple environmental policies and procedures which need to be maintained. Audits need to be conducted to ensure all relevant departments operate in line with them.  |
| **CAREER PROGRESSION OPPORTUNIES** | Career progression opportunities depend on skills and performance of the candidate.  |
| **ADDITIONAL REQUIREMENTS** | Travel to AML sites within the UK will be required. The applicant should hold a valid UK / EU driving license.  |
| **DISCLAIMER** | The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. |
| **EXPERIENCE & QUALIFICATIONS** |
| **ESSENTIAL EXPERIENCE**  | • Knowledge and working experience with ISO14001• Experience of undertaking internal audits and reviewing environmental documentation in line with the standard. • Good communications skills and the ability to write clear, concise and accurate reports. |
| **PREFERRED EXPERIENCE**  | • Good understanding of automotive manufacturing processes and facilities.• Experience in ISO14001• High level of proficiency in Microsoft Office software, especially Excel. |
| **ESSENTIAL EDUCATION / QUALIFICATIONS** | • GSCE’s, A levels |
| **PREFERRED EDUCATION / QUALIFICATIONS** | • ISO 14001 auditor |
| **REQUIRED SKILLS / BEHAVIOURS** | Unity: Collaborate with departments companywide to increase environmental awareness.Openness: Actively listen to understand environmental improvement opportunities.Trust: Continue to build trust within the environmental team to enable the individual.Ownership: Ensure focus on the delivery of environmental activities and targets in line with given time frames of individuals  within the team. Courage: Continue to build courage within the environmental team to ensure any risks are being addressed. |
| **PHYSICAL REQUIREMENTS** | NA |
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| **REVIEWED BY: NAME & TITLE** |   | **DATE APPROVED** |   |
| **DATE REVIEWED** |   |