

# Job Description

## Waste & Sustainability Manager

Function:	Operations
Position:	Waste and Sustainability Manager
Job holder:	TBC
Date (in job since):	TBC
Immediate manager (N+1 Job title and name):	
Additional reporting line to:	
Position location:	Haleon – Weybridge, Surrey

### 1. Purpose of the Job – State concisely the aim of the job.

- To provide oversight to ensure the safe and compliant delivery of Environmental Services across Haleon UK sites.
- To ensure all legislative and client requirements are met for all waste streams managed by Sodexo.

### 2. Main assignments – Indicate the main activities / duties to be conducted in the job.

- To ensure all aspects of Health & Safety, Environment and Quality Assurance within Environmental Services on Haleon sites UK are compliant.
- Legislative compliance. Ensuring that all aspects of waste operations under your responsibility are conducted in accordance with all relevant statutory requirements and Codes of Practice.
- Ensure routine waste collection and associated paperwork are completed safely, efficiently, and effectively.
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### 3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- To work with science customer groups to ensure all waste are correctly handled and disposed of, to provide training to customers as required.
- To manage all project waste on site
- Work with client to review all waste streams on site to see if a more sustainable solution can be found.
- Work with QEHS manager to ensure all systems are compliant in regard to waste management.

**4. Accountabilities** – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Maintain formal and informal communications with Clients and Customers at sites.
- Identification of new service offerings and potential revenue for Sodexo
- Follow all relevant SOP's and correctly use all IT systems as set out in Haleon and Sodexo policies.
- Demonstrate good housekeeping in all areas of site assigned to Environmental Services.
- Hosting contractors or visitors where required including completing inductions and carrying out safety checks before the works start.
- Assist in the segregation, packaging and labelling of wastes.
- Work with finance teams to ensure all invoicing and billing is accurate.

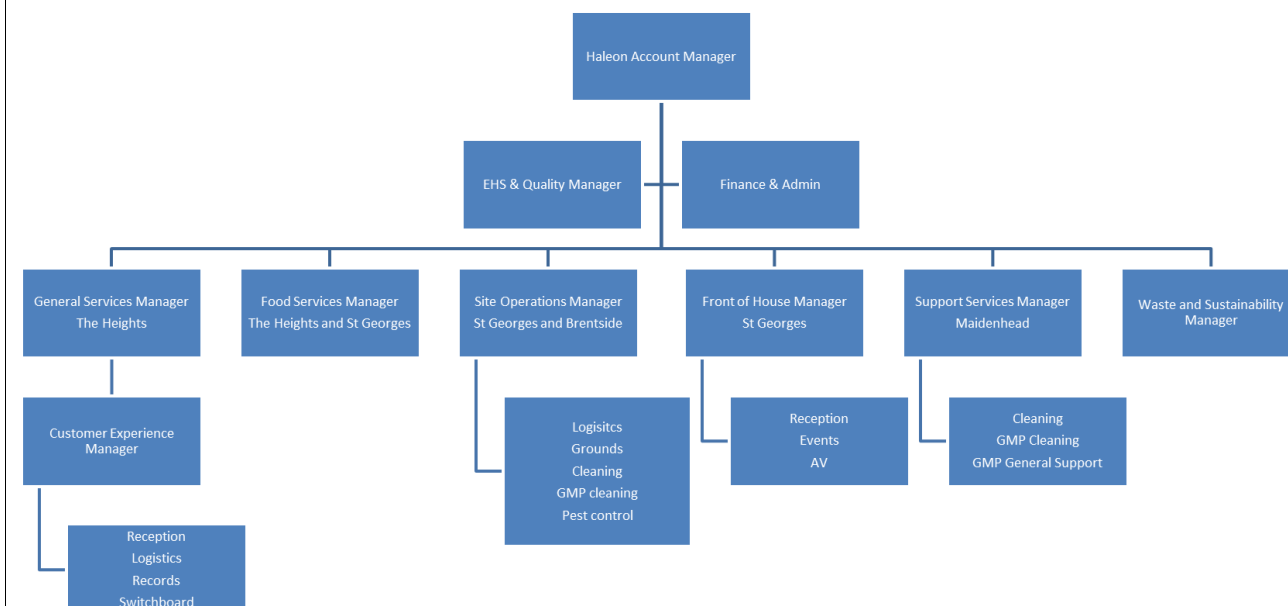
**5. Dimensions** – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

- Budget circa
- Waste tonnage

**6. Job profile** – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.

- Extensive knowledge of all aspects of UK Waste Regulations.
- Qualification or relevant experience in Waste Management Operations (3yrs +), preferably Pharmaceutical.
- Ideally a science-based degree or equivalent
- Financial acumen
- Valid driving licence.
- Basic chemical safety and awareness.
- Experience in auditing waste operations.
- Ability to communicate both verbally and in writing.
- Ability to work on own initiative and as part of a team.
- Computer literate in Word and Excel.

**7. Organization chart** – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



Received:

Date:

Date:

Job holder

Immediate Manager