

# ENVIRONMENTAL MANAGEMENT SAMPLE PLACEMENTS

## PLACEMENT 1

### Employee Interaction/Communication

- Encourage all staff members to participate in the environmental initiatives on site
- To take a hands on approach to all matters environmental within the Company and monitor the effectiveness of the systems already in place, as well as suggesting new initiatives, which could be implemented to increase awareness
- Be a champion for our Environmental Wardens and assist where necessary when issues are raised
- Write environmental reports for the quarterly staff magazine

### Standards/Legislation requirements

- Assist the Logistics Compliance Manager in gathering evidence for the Arena Network Survey entry, to retain the Platinum Award
- Assist the Logistics Compliance Manager in gathering evidence for the Environmental Improvements Award entry
- Assist the Logistics Compliance Manager to achieve the Companies Environmental targets and objectives for the coming year
- Assist the Logistics Compliance Manager to evaluate Environmental Supplier Questionnaires and chase any non-responses. Compile a quarterly report for the Environmental wardens meeting
- Carry out Environmental site audits and compile a report on a monthly basis
- Assist the Logistics Compliance Manager with the entry for the Green Dragon Standard and ensure all the paperwork is up to date in preparation for the site audit

## PLACEMENT 2 (GENERAL SERVICES)

- Carbon Reduction Commitment implementation programme, to include interpretation of legislative requirements, collection, collation & analysis of data. Research into alternative energy technologies and energy conservation techniques.
- Liaison & communication with employees, tenants, regulators etc. Involvement in carbon foot printing process and annual report preparation.
- Development of Biodiversity Action Plan. Collation and interpretation of data held by xxx and others, communication of findings and development of priority actions and draft plan.
- Development of environmental communication plan and assistance in implementing and communicating initiatives.
- Assistance with implementation of Sustainability policy with regard to new property developments.

- Identify improved processes for control of environmental impacts associated with our organisation, use of third parties and contractors; liaise with stakeholders and present recommendations for improvement.

### **PLACEMENT 3(CONSTRUCTION)**

- Assisting in maintaining the Environmental Management Plan to ensure all aspects, impacts, statutory requirements and Client commitments are reflected in the plan
- Assisting in undertake a programme of regular project environmental inspections in accordance with procedures
- Assisting in ensuring that the works are constructed in line with the Environmental Management Plan and the Environmental Statement
- Attend regular construction meetings to ensure environmental issues are discussed with the appropriate management.
- Assist in auditing the Environmental Management Plan and report findings to senior management
- Assist in the implementation of the environmental incident investigation and reporting procedures
- Attend environmental Review Meetings involving relevant stakeholders and the Project Team
- Assist in supporting and educating the workforce through tool box talks with regard to understanding environmental aspects, impacts, regulatory requirements, best practice, constraints and methods of working

#### **Field Work**

- Assist with water quality sampling, noise and vibration monitoring and soil sampling
- Assist the ecological clerk of works in the implementation and maintenance of ecological mitigation measures including fish translocation, maintenance of newt exclusion zones, badger sett exclusion zones and badger fencing
- Assist the archaeologist with the implementation of all archaeological requirements including the watching brief

#### **Waste Management**

- Assisting with obtaining waste exemptions, licences and permits
- Maintain, review, revise and refine the Site Waste Management Plans
- Assisting with audits to ensure compliance with the Site Waste Management Plans
- Assist with promoting of segregation, minimisation and management of waste.
- Compile waste statistics and reports

### **PLACEMENT 4 (CONSTRUCTION)**

- Implementing Site Waste Management Plans on all our sites. This will develop communication and research skills by researching how recycling can be effective onsite. This will also involve meetings with Contracts Managers, Waste Management Contractors as well as site staff. The student will also be involved in developing an online system to implement these plans within the company. Interpersonal and problem solving skills will be developed as the student implements site waste management plans on site and by developing methods to ensure that staff on site recycle

- Implementing training and procedures and developing waste protocol procedures. The student will drive this on site to ensure all staff including contracts managers are complying and meeting targets and will be involved in writing a new procedure to comply with legislation and implementing this new procedure.
- The student will also be responsible for collecting and recording waste data
- Other broad areas would include looking at other areas of sustainability, including carbon reduction.

## **PLACEMENT 5 – (LOCAL AUTHORITY)**

- Promote the Council’s waste minimisation strategy and recycling schemes with the objective of achieving the maximum recycling targets and continuous improvement.
- Be involved in the monitoring of recyclables from the household waste stream, thus ensuring maximum returns.
- Assist in promoting Council strategy, policies, targets and action plans for waste minimisation, reuse and recovery, interlinking with LA21 and other sustainable development programmes, including ISO 140001 and Biodiversity.
- Assist in the implementation of operational changes with the Council.
- Undertake survey work in relation to data collection to aid in Council strategies including litter monitoring duties and sustainable development.
- Promote a positive approach to Equal Opportunities and ensure that the Council’s Equal Opportunities policies and procedures are adhered to by employees for which the post holder will have responsibility.

## **PLACEMENT 6 (BIODIVERSITY FOCUS)**

- To assist in the further development and implementation of our Biodiversity Action Plan, and other corporate environmental related projects;
- To provide support and advice throughout the organisation on all environmental issues, with particular focus on biodiversity;

### **Responsibilities:**

- To champion the implementation of the Biodiversity Action Plan and ensure other biodiversity information, including the Biodiversity Audit, is maintained, reviewed and updated;
- To identify opportunities for the enhancement of properties and other land for biodiversity purposes;
- To identify requirements for further survey and research;
- To promote, prioritise and provide for:
  - Awareness, of the wildlife and natural environment among staff / stakeholders;
  - Biodiversity action plans for priority habitats and species;
  - Environmental education.
- To assist in the development of projects, including preparation of cost estimates;

- To develop and maintain relationships / partnerships with relevant stakeholders such as government bodies, Councils and Voluntary and Community Groups with regard to biodiversity issues;
- To advise the organisation and other neighbouring landowners on matters relating to biodiversity;
- To organise appropriate environmental events.

## **PLACEMENT 7 (GENERAL SERVICES SECTOR)**

- Improving waste management in N. Ireland as we work towards achieving zero waste to landfill. Data collection and analysing results will have to be carried out as part of the environmental management system 14001.
- Working towards reducing our carbon footprint and increasing annual targets for carbon reduction. This will require problem solving and idea generation to think of alternative ways of doing things.
- Ensuring we identify and demonstrate compliance with all environmental legislation in the NI, including identifying new legislation that is likely to be implemented in the future..
- Helping to improve our performance in environmental issues around vehicle fuel, business travel and increasing our performance in Bio diversity issues. This will require self-management and professional development skills. The skills that will be expected are; working independently, adaptability, time management and organisational skills, identifying and working towards targets for personal, academic and career development.
- Help manage and track our energy costs and usage and help identify and manage project work aimed at reducing our energy use. This will require Interpersonal and teamwork planning, evaluating work; recognising, respecting and evaluating views and opinions; reflecting and evaluating performance her own performance.