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| **Job Title** | Graduate Chemist | **Name** |  |
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| **Reporting To** | Technical Manager | **Location** |  |
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| **Direct Reportees** | * None
 | **Indirect Reportees** | * None
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| **Direct P&L Ownership** | None | **Revenue / Margin Accountability** | No/Yes |
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| **Key Responsibilities** |  |
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| **Prepared by** | Lauren Hill | **Date** |  02.05.19 |
| **Inducted by** | …………………………………………… | **Inductee Acceptance** | …………………………………………… |
| **Date** | …………………………………………… | **Date** | …………………………………………… |

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| **HSEQ** | * Understand the roles and responsibilities of Acumen in respect of HSE and other Regulatory compliance;
* Offer up alternative processes and technology to positively improve the Company’s position on HSEQ offerings
* Where required, feed into systems and procedures relating to ISO Accreditations (eg. 9001, 14001 and 18001) and ensure that they are developed, implemented and maintained;
* Ensure Waste and Haz Waste Returns are completed and submitted in a timely manner;
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| **Commercial** | * Ensure the profit margin is maintained and enhanced wherever possible. Understand costs of disposing of material and reduce these where possible;
* Identify opportunities for cost efficiencies including those by transport;
* Ensure that all available Company systems e.g. Big Change Apps system are utilised correctly and rigorously to ensure compliance at all stages;
* Ensure that the work undertaken is to the highest possible standards;
* Where required, select, work with and manage, where required specialist suppliers and sub-contractors, ensuring costs are controlled and considered;
* Work with the Technical Manager to source haulage and disposal/treatment prices and identify new suppliers;
* Negotiate with customers and suppliers when required;
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| **Technical** | * Ensure technical and other related information and data is recorded and reported accurately, with checking procedures in place, and rectified if found to be incomplete/inaccurate. This includes, but is not limited to technical inputs and aspects of:
* Quotations;
* JICs;
* Consignment Notes and Duty of Care Paperwork;
* Haulage options;
* Disposal/treatment facilities;
* Big Change
* Ensure the company complies with all legislative requirements;
* Assist in the provision of the following services (with support from Field Sales Team):
* Support for drum/IBC/packages lists with correct EWC codes, UN codes and other statutory information;
* Support for onsite correlation of drum wastes (or IBC’s, packages, other) on customer sites;
* Ensure that that all completed JICs have the correct information for handling, PPE, RPE and pipes, fittings etc;
* Assist operations with the compliant and cost-effective provision of transport and other services;
* Validation of the customer service team paperwork/ labels and customer documentation/audit information;
* Support/assist in supervision of vehicle loading or labelling of drums/ tankers etc;
* Hold records and compliance information on central database;
* Ensure hardcopy/computer record systems/data bases are maintained in a timely and accurate manner;
* Assist in keeping the Acumen Supply Chain (ASC) database up to date, which will include on site supplier auditing;
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| **Operational** | * Ensure that the business operates in full compliance with Environmental Permits, Planning Permission/s and other applicable legislation;
* Work to ensure that the business operates in a safe, compliant and commercially sound way;
* Look after related plant and equipment, including ongoing, compliant maintenance and certification of such, as well as being involved in procurement of said plant and equipment;
* Produce results which create excellence, e.g. Customer satisfaction; improving the performance of subcontractors and suppliers; the compliance of sites/ projects within the intended standards;
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| **General** | * Any other reasonable request
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