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| **Job Title** | **Packaging Data Senior Specialist (EPR)** |

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| **Reporting to**  | Head of Engineering and Technical |
| **Business Unit** | Operations |
| **Department**  | Technical |
| **Job Grade (if applicable)** | E(Professional) |
| **Location**  | Ideally Wellpark, with the option of hybrid working possible |
| **Travel Requirements (if applicable)** | Travel will be required as appropriate for business need  |

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| **Role Summary**  |
| This is a critical role in leading the business through the implementation of the Extended Producer Responsibility (EPR) framework, establishing, managing and implementing appropriate data processing, This Packaging Data Senior Specialist will be accountable for sourcing packaging component data, validating data integrity and producing corporate reporting. They will be the subject matter expert on EPR good practices and ensure C&C Group are aligned to the UK Government regulations. Their remit will involve managing and leveraging large volumes of data from a variety of internal and external sources, and will be responsible for designing, configuring, and managing data on an ongoing basis. The need for this resource has been established during the 1st reporting exercise under the new UK government packaging waste regulations – EPR. For C&C group this tax has added £7m of business cost/annum. The regulations are due for further extension this summer with the introduction of a full Recyclability Assessment at individual packaging component level. For C&C group there are tens of thousands of components requiring a full review. As part of the new regulations Defra (Uk Government) can request a complete audit of the data, that C&C have responsibility. This is a stand-alone role and will require the individual to work independently.The role is being established for a 12-month period – and will be reviewed thereafter as the reporting requirements and regulations develop. |

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| **Key Accountabilities -**  |
| 1. **Data Management:**
	* Creating and implementing the UK Government requirements and data standards
	* Oversee the data tables used for the packaging waste reporting.
	* Ensure the data integrity and is auditable, as required.
	* Develop and monitor internal key performance indicators (KPIs).
	* Conduct internal audits to improve and prepare for external audit
	* Liaise with a range of stakeholders e.g. technical team(s), suppliers, master data, finance, IT.
2. **Project Management:**
	* Manage the reporting requirements for C&C group, in respect to the packaging waste regulations.
	* Provide internal reports to monitor progress
	* Prioritise and manage the required reports to meet the regulatory deadlines.
	* Lead activity to ensure we can support the business e.g. develop internal processes and reports
	* Educate internal stakeholders in the requirements and processes to follow.
	* Integrate industry best practices.
	* Coordinate cross-functional teams to ensure successful and timely reporting completion.
	* Active leadership in the response to legislative development(s)
3. **Continuous Improvement:**
	* Drive continuous improvement initiatives to optimize the availability and reliability of information.
	* Leading/supporting initiatives to embed C&C Group principles into the company’s core values and everyday practices
	* Encouraging CI by actively seeking feedback and supporting initiatives designed to enhance data quality and governance
	* Analyse root causes of any data integrity failures
	* Collaborate with stakeholders to identify opportunities for process optimization.
4. **Budgeting & Cost Management:**
	* Develop and manage the reporting process to ensure cost control and efficient use of resources.
	* Evaluate and propose cost-saving initiatives without compromising customer requirements or service
	* Effective planning of reporting requirements.
	* Exercise judgement and identifies innovative solutions
5. **Vendor & Supplier Management:**
	* Manage relationships with external suppliers so that there are adequate checks on our data integrity.
6. **Reporting & Documentation:**
	* Maintain accurate records of all data submissions, both process inputs and outputs.
	* Create and maintain comprehensive documentation for integration processes, configurations, and protocol
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| **Key Stakeholders** |
| **Internal –**  Group Technical, commercial and operations finance, master data, IT, procurement teams(3rd party and manufactured). |
| **External –** Contractors, Suppliers, Third party service providers, Government bodies, Inspecting organisations. |

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| **Skills** |
| * **Skills & Abilities:**
	+ An experienced professional in analytics
	+ Strong analytical, numerical and problem-solving skills, with a data-driven approach to decision-making
	+ Ability to simplify complex data sets and create user friendly information.
	+ Ability to deal with ambiguous and complex problems enabling you to understand and analyse process and technical aspects
	+ Ability to drive change, through proactive communication and influencing skills.
	+ Ability to challenge and influence at all levels to encourage positive change.
	+ Proficiency in using IT systems/software, MS Office Suite, and other relevant tools.
	+ Ability to understand the legislative requirements and interpret in a practical way to share with internal stakeholders.
	+ Proven experience of understanding data and building the bridge between IT know-how and business understanding, to transfer knowledge effectively between technical and business
	+ Proven ability to abstract and think analytically
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| **Experience and Qualifications** |
| * **Education:**
	+ Degree-level qualification in a relevant discipline (or equivalent experience).
* **Experience**
	+ Prior knowledge of developing business processes, at scale, is desirable
	+ Prior knowledge of packaging components is advantageous, but not essential.
	+ Large data set management and processing is essential.
	+ Financial reporting is advantageous but not essential
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