



JOB DESCRIPTION

JOB TITLE

Compliance Assistant

MAIN SCOPE OF ROLE

- Sourcing of environmental and ethical compliance data for JSP product range.
- Maintaining compliance documentation for all market specific directives.
- Applying sourced data to M1 product management.
- Liaising with suppliers.

KEY RESULT AREAS

DATA

- Source data in accordance with the WEEE Directive.
- Source data in accordance with the REACH Directive including SVHC and PAH (Polycyclic Aromatic Hydrocarbon).
- Source data in accordance with the RoHS Directive.
- Source data in accordance with the Producer Responsibility Obligations (Packaging Waste) Regulations.
- Source data in accordance with the UN Guiding Principles on Business and Human Rights with respect to Conflict Minerals.
- Source data in accordance with the UK Waste Batteries and Accumulators Regulations.
- Source data in accordance with the Government Buying Standards.
- Source data in accordance with Modern Slavery Act and Ethical Trading Initiatives.

PUBLICATION

- Uploading of the sourced data to the product range of finished, component and raw materials on the M1 product management system.
- Control of product user information, instructions and packaging.
- Documented process for information to be added as new products are added to product range.

PEOPLE MANAGEMENT

- Establish and maintain positive relationships with personnel at all levels.
- Establish and maintain positive relationships with suppliers.

KEY ATTRIBUTES

- Good telephone manner.
- Tenacity.
- Well organised.
- Good level of MS Office understanding.
- Good level of Adobe InDesign understanding.



- Will be required to attend training courses and to work from all JSP sites; therefore a valid driving licence is required.
- Some requirement for travel to suppliers; therefore a valid passport is required.

REPORTING

Report to the Technical Support Director