



## **JOB DESCRIPTION**

### **JOB TITLE:**

Environmental Data Administrator

### **MAIN SCOPE OF ROLE:**

- Sourcing of environmental and ethical data for JSP product range.
- Applying sourced data to M1 product management.
- Liaising with suppliers to obtain data.

### **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.
- 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.
- Make routine the audit procedures with clear and uncompromised communication on areas for action or improvement.

### **KEY ATTRIBUTES:**

- Good telephone manner.
- Tenacity.
- Well organised.
- Good levels of MS Office 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.

**LINE MANAGER:**

Strategic Development Director  
Technical Support Director