



Reading Hydro CBS

Compliance Lead - Role description

Purpose of role

- To ensure that Reading Hydro operates in compliance with the requirements of the Environment Agency (EA), including any request from the local lock keeper
- To ensure that Reading Hydro operates and maintains its hydro plant in accordance with the supplier's instructions
- To ensure that Reading Hydro complies with its licences, permissions, insurance policy, equipment warranties and the conditions of its FiT accreditation

Main responsibilities of role

- Review and provide input into Risk Assessment and Method Statements (RAMS), Method Statements, and other documents to ensure that they are consistent with one or more of the following, as applicable
 - any source Operating & Maintenance (O&M) manuals, including any modifications agreed in writing with the equipment supplier
 - the requirements of the equipment warranty
 - EA and Reading Borough Council (RBC) licences and permissions
 - Reading Hydro's insurance policies
 - the information provided to Ofgem for the FiT accreditation
- Regularly check that working practices are in compliance with the Reading Hydro's RAMS and Method Statements, and any other operating policies and procedures.
- Support the H&S Lead in checking compliance with health and safety procedures
- Support the Insurance Lead in ensuring appropriate insurance coverage and working within its limits
- Support the O&M Team in developing appropriate procedures and documentation
- Report any non-compliance to the Director responsible for Operations, or other applicable director if not related to O&M
- Lead any investigation into the circumstances of a non-compliance incident, howsoever identified, and provide a report to the Board of Directors with recommended actions
- Identify other volunteers who can provide support to the Compliance Lead

Working arrangements

- Monthly Tuesday evening board meetings by zoom
- Flexibility for you to work remotely at any time of the day when working on documents or attending zoom meetings
- Site visits to meet with other volunteers to check working practices are in compliance and to facilitate investigation of incidents of non-compliance
- Occasional meetings with the H&S Lead, O&M Leads, Technical Consultants and the Board of Directors, or other volunteers
- Communications via Slack and email
- Some delegation to other volunteers may be possible.