

Role: Compliance Support Officer
Area: Environmental Regulation & WIOF Interface
Location: Southern Region
Duration: Specific Purpose
Salary: Competitive
Ref: 112CE19



Irish Water is Ireland's national regulated water utility and is responsible for providing water and wastewater services throughout Ireland. Our mission is to ensure all of our customers receive a clean, safe and reliable supply of drinking water and have their wastewater collected and safely returned to the environment. We will protect the health and well-being of the people of Ireland, protect the environment in all our activities and support Ireland's social and economic growth through appropriate investment in water services.

Irish Water is part of Ervia group. Ervia is a commercial semi-state company responsible for Irish Water, Gas Networks Ireland and Aurora Telecom. Ervia directly employs over 1,600 people who deliver water, gas and dark fibre broadband services to 1.7 million customers daily.

The Role:

The Environmental Regulation & WIOF Interface function within Irish Water is responsible for the delivery of a safe, responsive, reliable and sustainable water and wastewater service through effective management and development of the water and wastewater assets. The function also supports the information requirements of Irish Water for detailed asset performance and workflow information to Asset Management in support of Investment Planning.

The Compliance Support Officer will be responsible for providing both administrative and project management support to the Environmental Regulation & WIOF Interface , through a number of key activities including; general administration, data collation, input and audit, phone and email enquiries, and creating and maintaining project specific file management systems.

Guided by the relevant Compliance Analyst and reporting to the relevant Specialist, the Compliance Support Officer will undertake duties as required by the Drinking Water Compliance or Wastewater Compliance units.

Main Duties and Responsibilities:

- Produce correspondence and documents, and maintain presentations, records, spreadsheets and databases using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc. (may have a Scientific and/or Engineering focus)
- Collate data/information to support the Drinking Water or Wastewater Compliance teams
- Maintain and update hard and soft copy functional filing systems
- Maintain and update internal databases and reporting systems
- Provide project management support to teams
- Support the Compliance teams in undertaking trend analysis, process validation, and data management
- Attend meetings, take minutes, and keep notes on behalf of the team as required
- Liaise with staff in other internal departments and external stakeholders (e.g. LAs) as required
- Raise risks and hazards, as appropriate, to the relevant manager
- Work on ongoing projects for Environmental Regulation & WIOF Interface team as required
- Perform other duties as required from time to time

Knowledge, Skills and Experience:

- Minimum 1 year experience in a similar role is desirable – i.e., Project Support, PMO
- Relevant third level qualification
- Highly computer literate with advanced experience in Microsoft Office applications, particularly Excel, Word, PowerPoint, and Outlook
- Experience in technical report writing
- Ability to:
 - Develop relationships to accomplish team goals coupled with dealing effectively with differences of opinion and conflict management
 - Prioritise tasks, work with schedules and manage resources while remaining focused on team goals
- Strong organisation skills with an ability to multitask
- Excellent verbal and written communication skills

Applications, including current Curriculum Vitae, should be emailed to the following address stating the job title and reference number in the subject line of your email:
careers@water.ie.

The closing date for receipt of applications for this vacancy is **26th August 2019**.
Please note that applications submitted after this closing date will not be accepted.

Irish Water is an equal opportunities employer.