



JOB DESCRIPTION

DATE:	January 2024
POSITION:	CE CR Sustainability Placement Student (1 year)
BUSINESS UNIT:	Almac Central Services
LOCATION:	Craigavon
REPORTING TO:	Ramees Raja
RESPONSIBLE FOR (PEOPLE):	NA

OVERALL, ROLE OBJECTIVE:

The overall objective of this position is to support Almac's Environmental, Social & Governance (ESG) initiatives as directed by the Corporate Social Responsibility (CSR) Team within the Almac Group. The position is primarily concerned with the development and implementation of Almac's sustainability strategies aligned with corporate goals and objectives.

JOB SPECIFIC RESPONSIBILITIES:

1. Support and co-ordinate the internal processes for the completion of client-based requests for information and external sustainability assessments such as EcoVadis, PSCI and Business in the Community NI.
2. Collaborate with cross-functional teams to promote and integrate sustainability practices into daily operations.
3. Monitor and report on key performance indicators (KPIs) related to sustainability goals.
4. Maintenance of relevant ESG regulations and ensure company compliance.
5. Engage with stakeholders, suppliers, and partners to foster sustainable relationships.
6. Support educational initiatives to increase awareness and understanding of sustainability practices within the organisation.
7. Assist in the preparation of sustainability reports for internal and external stakeholders.
8. Support the Global Energy Manager in the identification of opportunities for cost-effective renewable energy solutions.
9. Participate in industry forums and conferences to stay informed about emerging trends in sustainability.

10. Assist in the development and maintenance of the integrated management systems to ISO 45001, ISO 14001 and ISO 50001.
11. Participate in personal development programmes to advance professional competencies.
12. Understand and follow the Company's Health and Safety Policy.

Undertake other duties in relation to the position as required by the Company, including working additional hours and travel as required.

GENERAL ROLE RESPONSIBILITIES:

Quality	Ensure GMP is adhered to in all areas of work.
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Health & Safety	Understand Company's Health & Safety Policy and follow all company HSE procedures. Report all accidents or any unsafe conditions in the workplace.
Training and Development	Ensure training has been received before undertaking specific duties and that all training is recorded in training records.
Human Resource Management	Adhere to all HR policies and procedures, to include all absence policies and procedures.
Communication	Communicate within your own department to ensure that all relevant information is forwarded to the appropriate personnel on a regular and timely basis. Provide regular updates to your line manager regarding progress on required duties and the status of any projects.
Equal Opportunities	Observe and adhere to the company's Equal Opportunities and Dignity at Work policies ensuring that a neutral and harmonious work environment is maintained in which bullying and/or harassment does not occur.
Core Competency Framework	Ensure that all job specific responsibilities relating to the overall role objective are carried out in accordance with the requirements outlined within the Almac core competency framework.

By signing this Job Description, I accept that I have received and read the Job Description and have accepted the responsibilities identified therein.

EMPLOYEE'S SIGNATURE:	
PRINT NAME:	
DATE:	

This job description should not be regarded as conclusive or definitive. It is a guideline within which the individual jobholder works. It is not intended to be rigid or inflexible and may alter as the Company's strategic direction changes.



PERSON SPECIFICATION

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	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT	ASSESSMENT METHOD
QUALIFICATIONS	<p>Educated to A Level standard or equivalent.</p> <p>Currently studying an Environmental Sciences or Sustainability based degree with successful completion of 2 years by the end of this academic year.</p>		Application Form and Documentary Evidence
EXPERIENCE		Previous experience within an environmental or sustainability project or function	Application form and interview
KEY SKILLS	<p>Excellent attention to detail and effective communication skills (verbal and written).</p> <p>Ability to manage multiple tasks simultaneously whilst maintaining a high level of accuracy in all work carried out.</p> <p>Proficiency in the use of Microsoft Office suite of applications (to include Word, Excel, MS Teams, & Outlook).</p> <p>Proven ability to follow written work instructions</p>	<p>Proven track record in achieving objectives.</p> <p>Familiarity with carbon footprint assessments and life cycle analysis</p>	Application Form and Interview



ALMAC CORE COMPETENCIES

COMPETENCY	BEHAVIOUR	ASSESSMENT METHOD
RESULTS DELIVERY	Delivers results on time, within constraints and in line with company policy and procedure and organisational strategy. Demonstrates a continuous drive for quality and a commitment to excellence.	Interview
PROACTIVE SOLUTIONS	Analyses and uses experience and logical methods to make sound decisions which solve difficult problems. Seeks practical/workable and innovative methods to deliver solutions.	Interview
LEADS BY EXAMPLE	Promotes a clear vision and mission. Acts as a positive role model for the organisation, fostering a climate of teamwork and development.	Interview
COMMUNICATION	Communicates clearly and effectively. Promotes the exchange of ideas and information across the organisation. Fosters dialogue to ensure everyone understands what is going on.	Interview
CUSTOMER FOCUS	Strives to exceed the expectations and requirements of internal and external customer; acts with customers in mind and values the importance of providing high-quality customer service.	Interview
JOB SPECIFIC KNOWLEDGE	Demonstrates required job knowledge and understanding to successfully and competently fulfill or exceed the requirements of their post. Follows correct procedures and guidelines	Interview