**Job Description**

**Job Title: Health Physics & Compliance Lead**

**Career Level: 3**

**Department or Business Sector: QCIEHS**

**Location**: **Coventry**

**Reporting to (manager’s job title):** HS&E Manager, dotted line to Project Manager

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| **Heading:** | **Description** |
| 1. **Job Purpose** | This is an exciting opportunity in the leadership team of a project to establish and operate a significant new research and development cell for an MTC customer.  The role is to develop and implement a robust radiation protection and low level radioactive waste management system for the cell. This will cover operational risk and dose minimisation, engineering controls, design features, safety features, warning devices and waste processing / disposal, and form a crucial part of the cell and operational process design.  It will also involve the generation of management processes and procedures to ensure the safe operation of plant for staff, the public and the environment.  This role will also own the EA Permit application process, and ensure that compliance controls for permit and other applicable legislation are defined, implemented and demonstrated as part of the cell set-up and operation.  As the lead for Health, Safety and Compliance, the role holder will develop, recruit and lead the safety organisation for the cell.  The successful candidate is will be an experienced health physicist, and may be current Radiation Protection Adviser (RPA) or senior H&S advisor.  Main duties will include   * Contribute to the design and creation of a new cell, developing the H&S strategy and policies to shape the safe operation, maintenance and disposal of the cell over its lifetime.   + Assess potential radiation risks in the workplace and advise on the design features of plant and engineering controls, and of shielding, equipment, and waste disposal activities   + Make recommendations on methods and equipment for radiation protection during work with plant processes and equipment   + Advise on the selecting, purchasing, and maintaining radiation protection and detection equipment   + Contribute to the level of risk assessment, analysis, documentation and the actions necessary to comply with the safety requirements and criteria as required by the regulator authorities   + Be the radiation protection lead for radiation risk assessments, plant hazard identification studies and the generation of Safety Cases   + Define management systems and procedures for operational radiation protection   + Formulate assessments for the designation of controlled and supervised areas   + Establish criteria for radiological surveys and airborne monitoring   + Liaise with the current approved dosimetry provider and set up a system for internal and external dosimetry and personal radiation records   + Define the criteria for waste fingerprinting, sampling and disposal route assessment   + Identify staff training requirements in radiation protection and waste management   + Prepare emergency plans and contingency procedures for responding to radiation incidents   + Specify the requirements for the accountancy and transport of radioactive materials   + Liaise with plant management and project teams on matters of radiation safety and legislation   + Assess the potential environmental impact of discharges and waste disposals   + Liaise with regulatory bodies such as the Environment Agency, the HSE and the local planning authority   + Mentor / supervise project team members on radiation protection   + Support project management through project planning & reporting, resourcing and contributing to KPIs.   + Recruit and manage a small team of H&S support staff such as Health Physicists and Radiation Protection Supervisors |
| 1. **Communication** | Required to explain and champion policies, practices and MTC values. May need to persuade leaders and colleagues of the need to adapt their approach and accept new concepts or processes.  Ability to be firm or assertive when appropriate.  Working within their defined area and in collaboration with stakeholders, may on occasion need to reach agreement or manage communication in relation to specific situations. Occasional external communication.  Required to practice active listening and demonstrate the ability to use data to support recommended actions.  Able communicator at all levels and a confident presenter.  Able to work collaboratively with adjacent themes e.g. safety, environment, sustainability and supply chain. |
| 1. **Innovation** | The role holder is expected to identify and recommend improvements to processes, policies or procedures, based on practical/operational experience, feedback from colleagues or insights from customers. |
| 1. **Knowledge** | Chartered Membership of Society for Radiological Protection.  Current Radiation Protection Adviser status approved by a relevant awarding body.  Scientific or Engineering Degree or related discipline equivalent or the ability to demonstrate performance and experience at an equivalent professional level. |
| 1. **Person Specification** | All aspects of the role are to be carried out as an exemplar within the business in adhering to the MTC RIGHT way:   * Acting responsibly, putting MTC’s interests ahead of personal ambition; * Providing inspirational leadership to all who come in contact with you; * Delivering in the broadest sense a great working environment; * Leading with humility, honesty and integrity in all that you do; * Promoting teamwork, supporting through difficult times and collectively celebrating our successes.   **In addition:**  Knowledge and/or experience relevant to operational radiation protection, managing radiological material and waste; assessing radiological / conventional health, safety and environmental risks and identifying effective controls  The ability to assimilate, analyse and provide judgements on new and complex technical issues, clearly and concisely  Knowledge and/or experience of the generation of nuclear plant Safety Cases  Strong communication, decision making and influencing skills to audiences ranging from senior managers, project delivery teams and operational staff.  UK National, holding or capable of achieving further security clearance. |