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| Job title | Authorising Engineer (HV/LV) | Date March 2025 |
| Reports to (title) | Senior Authorising Engineer with functional authority to the GSK Head of Technical Operations (and Operations Director for wider sector support) |
| Contract/Department | Central (Operations based) | Revision 1 |
| Location | Stevenage (~3 days per week) with routine national travel |

Job purpose

Describe the overall purpose of the job in two or three sentences.

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| The Authorising Engineer ensures compliance with statutory and legislative requirements for electrical and mechanical systems. This involves developing and auditing Safe Systems of Work (SSoW), conducting risk-based technical audits to identify and address technical risks, providing technical support, mentorship and assessment of Authorised Persons and Competent Persons and enhancing technical compliance and assurance by identifying improvement opportunities across all related technical disciplines. |

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

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| **Professional Technical Assurance Support:*** Provide expert technical assurance support to the GSK, assisting the Head of Technical Operations through the Senior Authorising Engineer (SAE) across the People, Policy, and Process pillars.
* Provide wider AE support to the EUK Utilities, Pharmaceutical and Life Sciences and Industrial and Manufacturing sector as required by the Operations Director.

**People:*** Develop and deliver the EMCOR UK (EUK) Technical and Safety Competency Management System (CMS) across the GSK estate, including identifying, assessing, and periodically monitoring and auditing Authorised Persons (AP) and Competent Persons (CP).
* Undertake EUK’s audit and assurance plan by conducting professional technical compliance audits, identifying corrective actions, and ensuring their closure and reporting.
* Provide AP support to mitigate priority resilience risks as needed.
* Develop discipline-specific consultancy activities for the GSK account, as requested.
* Collaborate with other Authorising Engineers to enhance EUK’s technical service offerings, including the GSK Supply Chain Partners (SCP) technical onboarding process.

**Policy:*** Ensure EUK’s ‘Significant Risk’ Safe Systems of Work (SSoW) across the GSK estate are suitable, sufficient, and compliant with technical, safety, and legislative standards through regular reviews with the Safety, Quality, and Risk (SQR) and Technical and Assurance teams.
* Create, develop, deliver and refine technical assurance files, logbooks, policy and training documents, and other Integrated Management System (IMS) documentation as required.
* Develop technical publications relevant to the GSK estate, incorporating industry best practices from leading organisations such as IET, CIBSE, REFCOM, GASSAFE, BESA, SFG20, and BSRIA.
* Develop and deliver GSK technical communication plans, including forums, flyers, toolbox talks, Learning from Experience (LFE) and updates, as required.

**Processes:*** Support the Technical and Safety Assurance Manager (TSAM) in updating the Technical Assurance Group database, registers, and trackers with GSK account details for progress reporting during weekly/monthly reviews.
* Assist the SAE and TSAM in drafting, peer reviewing, approving, and publishing new technical documentation, including Compliance Bulletins, Directives, and Alerts across the GSK estate.
* Conduct horizon scanning activities by participating in industry body webinars and other communications.
* Provide technical support for technical and safety incidents as required.
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Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

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| * No direct reports but a requirement to work closely and collaboratively with all members of the GSK and wider sector account based technical teams and Central Technical Assurance colleagues.
* Functional Authority over account/sector AP and CPs for matters relating to technical assurance.
* Role reports directly into the SAE for independent assurance outputs.
* GSK Head of Engineering & Risk Management (and Operations Director for wider sector requirements) holds Functional Authority for the delivery of day-to-day operational technical assurance requirements.
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Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

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| **Essential Experience:** * Demonstrable AE/AP knowledge with relevant operation and maintenance experience.
* Comprehensive knowledge and understanding of technical, safety and risk management, including current safety issues, legislation, management, and ISO standards.
* Working knowledge of quality management systems (ISO9001 and ISO45001) with a high degree of procedural, technical, and HSE compliance.
* Ability to interpret and provide authoritative advice on technical management issues.
* Experience in advising businesses on good practice technical management.
* Excellent skills in collaborating with internal and external customers, including local authorities, regulators, and suppliers on complex issues.
* Strong communication skills, both written and verbal, with the ability to engage at all levels.
* Proficient in IT, including Word, Excel, Project, PowerPoint, Smartsheets, and Visio.
* Experience of operating in a Media/broadcasting environment (desirable).

**Education/Training:***Minimum:** Minimum HND-level qualification in a relevant engineering discipline, a similar technical field, or equivalent technical/engineering experience.
* HV/LV AP and AE qualifications.
* Recognised safety qualification (e.g. IOSH certification, SMSTS, CSCS etc) or a willingness to obtain.

*Desirable:** Hold IEng professional status, with a strong desire to work towards CEng status (IET, IMECHE, CIBSE, etc.).
* Mechanical AP/AE qualifications.
* CMI Level 5 in Management & Leadership (or equivalent).

**Behaviours:*** Demonstrates strong moral and personal integrity.
* Proficient communicator, motivator, and influencer.
* Versatile and adaptive approach to achieving goals.
* Strong attributes in managing people, including professional development and conflict management.
* High level of organisational ability; skilled at planning, prioritising, and managing tasks and resources efficiently.
* Demonstrates accountability and responsibility for their actions.
* Dedicated to safe practices and methods of working, while promoting EUK’s Just Culture approach.
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Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

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| * UK wide travel will be required.
* Must hold a valid UK Driving Licence.
* Participation required in corporate induction, learning and ongoing professional development.
* Required to wear corporate Personal Protective Equipment (PPE).
* Attendance at Sector and Central EMCOR UK technical leadership meetings and business updates as required.
* To have a professional approach to work alongside our prestige customers.
* See outline organisational arrangements over the page.
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| Line ManagerSignature |  |
| Print Name |  |
| Date |  |

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| Job HolderSignature |  |
| Print Name |  |
| Date |  |

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| *FOR HR USE ONLY:* |
| *Job Grade* |  | *EMCOR Competency Level* |  | *Training Profile UTC* |  |

**Outline Organisational Arrangements:**

