Job Description

EMCOR UK

Job title	Technical and Safety Assurance Manager (TASM)		
Reports to (title)	Technical and Safety Assurance Director (TSAD)	**Date**	May 2021
Contract/department	Wellbeing, Sustainability & Assurance (WSA)	**Revision**	1
Location	Home Based (Occasional travel)	**Grade**	X

Job purpose

- To provide professional technical and safety assurance management, working with WSA SMEs in support of technical and safety compliance and Safe System of Work (SSoW) delivery.
- To author technical and safety policy in response to changes in legislation and/or good practice and to maintain EMCOR UK's Legal Register.
- Provide technical and safety assurance database management, including dashboard reporting, competency management system maintenance, Corrective Action reporting and analysis and associated risk reporting.
- Support audit teams on technical compliance issues and provide site SSoW (AP) support as required.

Duties/responsibilities/accountabilities/deliverables

- Responsible for providing professional technical and safety assurance professional support to the WSA, via the TSAD, against the People, Policy and Process pillars, including:

PEOPLE
- Technical and safety Competency Management System (CMS) development & management, including management of the AE/CP database.
- Audit and assurance planning/scheduling and delivery.
- Mobilisation and transition planning, scheduling and reporting.
- Compliance resource management and analysis.
- Provision of AP support to mitigate priority resilience risk, as required.

POLICY
- Maintain EMCOR UK's Legal Register, undertaking regular reviews of existing EMCOR UK technical and safety policy to ensure full compliance with applicable technical and safety legislation.
- Create, develop, deliver and refine technical and safety assurance files, logbooks, policy and training documents and other Integrated Management System (IMS) documentation as required.
- Manage and co-ordinate technical annual documentation reviews in conjunction with WSA QA, ensuring all documentation complies with established templates, formats and writing standards.
- Assurance/Compliance dashboard development and management, analysis of data, identification of risks and delivery of recommendations.
- Support and development of the WSA comms plan delivery (forums, flyers, toolbox talks, LFE, updates etc).

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- Alongside WSA QA and site-teams, support/manage accreditations (CHAS/Achilles/Safe Contractor).
- Act as gatekeeper for LUS/BESA/SFG20/BSRIA and other appropriate technical and safety updates, maintaining a local register and co-ordinating appropriate actions from WSA SMEs.

PROCESSES

- Working with the Senior Authorising Engineer (SAE) and Head of Safety Operations (HoSO), support the delivery of an Enterprise level Technical and Safety Competence Management System (CMS) through measurement, gap analysis and assessment of technical and safety knowledge, skills and experience (KSE). Support TSAD in the delivery, reporting and management of any associated safety skills risk.
- Maintain Technical Assurance Group databases, registers and trackers, reporting progress during weekly/monthly reviews, including:
  - The EMCOR UK Legal Register.
  - Competence Management System (CMS).
  - Technical assurance dashboard.
  - Team task tracker.
  - Risk register.
  - Monthly reports.
  - Relevant IMS folders/structures.
- Provide technical author support through drafting, peer review, approval and publication of new technical documentation, including Compliance Bulletins, Directives and Alerts.
- Manage corporate technical membership (CIBSE, BSRIA etc) and associated opportunities for Continuous Professional Development (CPD), participation in Special Interest Groups (SIG) and whitepaper contributions etc.
- Provide horizon scanning activities through active participation in industry body webinars and other communications, including:
  - HSE
  - CIBSE
  - BSRIA
  - BESA
  - REHVA
  - ASHRAE
  - IMECHE
  - IET
- Maintain procurement technical and safety risk categories and act as the WSA representative at procurement category meetings for technical and safety standards.
- Work with WSA QA to manage and maintain the Corrective Action database and identify and communicate trends, risks, issues and opportunities, including support for end of year performance reviews.
- Provide technical, administrative and co-ordination support for technical and safety incidents, as required.
- Provide technical and safety assurance support for EMCOR UK mobilisation and transitions, where required, working alongside the technical and safety Mobilisation & Transition Business Partners to ensure appropriate discovery and assessment activity is undertaken, and risks and priorities identified and communicated.

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Resource Responsibilities

- Work collaboratively with all WSA functional team members to form sustainable relationships designed to establish a cohesive long-term improvement program for technical and operational safety.
- Engagement as part of action groups and forums as instructed by the TSAD, working closely with SMEs within each business unit to maximise business intelligence to support strategic thinking for the technical and safety model for EMCOR UK.

Qualifications and Experience

- Minimum HND-Level qualification in a relevant engineering discipline, a similar technical field or equivalent technical/engineering experience.
- Hold or working towards professional registration, i.e. IEng or above with IET, CIBSE etc.
- Excellent writing, editing, analytical and organisational skills.
- Mechanical/Electrical/Confined Space/L8 CP/AP Qualified (one or more).
- Understanding of general technical compliance policy and standards including:
  - L8.
  - PSSR.
  - LOLER.
  - IET wiring regulations.
  - SSoW including PTW.
  - H&SW 1974.
  - Management of Health & Safety.
- A comprehensive knowledge and understanding of aspects of safety and risk management, including current safety issues legislation, management and ISO standards.
- Working knowledge of quality management systems with a high degree of procedural, technical and HSE compliance.
- Ability to interpret and provide authoritative advice on technical and safety management issues.
- Experience of informing businesses in good practice technical and safety management.
- IT Literate including Word, Excel, Project, PowerPoint, Smartsheets and Visio.

Personal Competencies

- Possess the energy and infectious enthusiasm to get things done and demonstrate excellent interpersonal skills.
- Ability to shape and influence, ability to analyse complex data and deliver evidence-based recommendations through a high level of written technical standards.
- Ability to communicate effectively, verbally and on paper, able to present argument and arrive at evidence-based decision making.
- Ability to manage multiple responsibilities and to pay close attention to detail on many varied tasks. Excellent interpersonal skills.
- Ability to work independently or in a team environment.

Job Description

Line manager signature	
Print name	
Date	

Job holder signature	
Print name	
Date	

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