

Job Description

Job title	Compliance Manager	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

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

Responsible for the management of positive safety risk management culture within EMCOR, by providing technical support, advice and guidance on all matters of Compliance. To ensure that EMCOR deliver services which are compliant to the needs of the customer and meet regulatory standards (FDA /MHRA / HSE). This will include continual reviews of existing policy, standards, systems and working practices. Work with all Business Streams to ensure internal and external customer satisfaction, retention and growth.

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.

- Management of the Compliance Team, to ensure efficient and effective management systems of control across the Contract
- Management of the Compliance Team, to ensure adherence to all governing legislation and accreditation (eg.9001, 14001 and 18001)
- Ensure engineers responsible for legal compliance are held to account for their areas of expertise- including, but not limited to:
 - o High / Low Voltage electrical distribution
 - o Pressure Systems (including steam, high temperature hot water etc)
 - o Confined Spaces
 - o Gas (Gas Safe) & Oil (OFTECH)
 - o Water Quality and Legionella Prevention
 - o FGas
 - o NICEIC
- Assess the experience, training and competence of Compliance and Authorised Persons, in conjunction with Engineering Manager (Technical)
- Have extensive knowledge of the different equipment, systems or locations, having significant risk on EMCOR and the customer.
- Manage the auditing and monitoring regimes associated with the EMCOR and customer Safe System of Work and other management systems
- Establish KPIs, using them and other information to prepare compliance reports.
- Reviewing Compliance inspection reports and recommending appropriate course of action.
- Understanding customer's business activities and needs, provide sound information and advice on services and negotiate win
- Provide managerial, technical and engineering support as necessary to ensure the Business Stream Authorised Persons are able to carry out their duties.
- Ensure that all systems and procedures meet the requirements of the customer regulated environment.

Job Description

- Work closely with other members of the account management team to deliver on collective business plans.

Resource responsibilities

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

Person specification

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

- Ideally HND or Graduate level candidate with technical background and extensive experience in Compliance, working towards professional qualifications
- Qualified to NEBOSHH Certificate level or equivalent or working towards that level.
- Detailed understanding of legislation and industry standards and their practical application, as well as a working knowledge of other QHSEW issues.
- Detailed understanding of legislation and industry standards and their practical application as well as a working knowledge of other QHSEW issues
- Report writing experience
- Good customer / client interpersonal skills (inc. presentation skills)
- Competent user in IT systems.
- Audit experience
- Have good people management, leadership, decision-making and communications skills
- To be able to work on own initiative and be self motivated
- Good communicator and ability to liaise with the customer on a daily basis
- Be resilient under pressure and be able to converse confidently with staff, suppliers and customers at all levels.

Job Description

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.

--

Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	