

Job title	Authorised Person Day Shift	Date 09/6/2026
Reports to (title)	Engineer manager	
Contract/Department	BBC	Revision
Location	Glasgow	

Job purpose

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

The Role is to manage the day to day running of the Permit office, control subcontractors, review health and safety documents, issue work permits, carry out assigned reactive and planned maintenance tasks and carry out Authorised person duties as required

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.

What you'll do:

Operational duties include and not limited to:

- Manage subcontractor inductions and review/check their competencies.
- Update induction and competency register
- Review and approve subcontractor RAMS and keep records
- Manage contractors during planned and reactive maintenance tasks to ensure H&S compliance and works completion to an acceptable standard
- Run reports on CAFM system to ensure work is completed within SLA times for engineering team
- Complete all assigned maintenance and reactive tasks to ensure KPI and SLA's are met
- Provide technical and hands on support and mentoring for the engineering team
- Operate and maintain advanced plant systems and equipment
- Respond to BMS critical alerts and troubleshoot issues
- Maintain accurate compliance records and documentation
- Ensure compliance with safety and environmental regulations
- Carry out Authorised Persons duties HV/LV

Resource responsibilities

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

No direct reports but you will assist deputising for the engineer manager, responsible for controlling subcontractors and documentation

Person specification

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

Who you'll be:

- Recognized Mechanical/Electrical/HVAC qualifications and apprenticeships C&G, HNC/HND etc.
- Fully qualified electrical C&G 2360 parts 1 and 2
- C&G 18th Edition
- Authorised persons HV/LV or willing to train to achieve role
- Proven experience in a similar engineering or technical role with experience in supervising staff
- Sound working knowledge of HVAC Plant, BMS, motors, pumps, fire systems, UPS's, generators, emergency lighting, lighting controls.
- Strong understanding of mechanical and electrical systems.
- Ability to work independently and as part of a team.
- Excellent problem-solving and communication skills.
- Understanding of H&S policies and procedures, IOSH/NEBOSH preferred
- Strong IT skills
- Strong communicator and decision maker
- Confident in a corporate environment
- Good leadership skills

- Must be willing to do overtime and cover shifts when required

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.

Job is a site based role Monday to Friday

Job Description

Line Manager Signature	
Print Name	James Allenby
Date	03/06/2026

Job Holder Signature	
Print Name	
Date	

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