

# Job Description

<b>Job title</b>	Mechanical Team Leader – General	<b>Date</b>
<b>Reports to (title)</b>	Mechanical Operations Lead	September 2025
<b>Contract/Department</b>	GSK 3540	<b>Revision</b>
<b>Location</b>	Stevenage	V2

## Job purpose

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

To lead and manage a team of Mechanical Technicians to deliver safe, compliant, and efficient engineering services across the Stevenage site. The role ensures contractual SLA and KPI compliance, maximum asset availability, and adherence to statutory and regulatory requirements. The Team Leader provides technical guidance, workload allocation, and full oversight of subcontractors.

## 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.

### Safety & Compliance

- Ensure the team work safely at all times, consistently adhering to Risk Assessment & Method Statement (RAMS), permits, and statutory requirements.
- Take overall accountability for the safe use of tools, vehicles, and plant within the team, ensuring compliance is monitored and enforced.
- Hold accountability for the availability and statutory compliance of general mechanical assets..
- Drive and role-model personal accountability for the quality of work and compliance with Service Level Agreements (SLA's) and Key Performance Indicators (KPI's), ensuring technicians deliver to agreed standards.
- Provide oversight and assurance of correct isolation procedures and permit-to-work processes, coaching technicians and intervening where required.
- Act as an Authorised Person (AP) where required, ensuring regulatory and operational standards are met. Selection for AP responsibilities to be aligned with training, competence, and operational needs.

### Maintenance & Operations

- Ensure allocated work orders are effectively managed by the team from receipt to completion.
- Oversee the completion of planned maintenance and reactive repairs, ensuring they meet manufacturer and internal standards.
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- Manage the identification and requisition of spare parts; oversee stock levels and ensure availability for the team.
- Lead and coordinate commissioning and handover of plant and equipment, providing assurance of quality.
- Manage and coordinate subcontractors on site, ensuring correct hosting, escorting, and permit processes are followed.

## Systems & Records

- Lead by example in the use of electronic work order management systems, ensuring accurate escalation of abnormalities.
- Oversee and validate the accuracy of asset data and CAFM records, ensuring they are maintained to agreed standards.
- Review and approve asset data, Operational Occurrence Reports (OOR's), and Business Impact Assessments (BIA's).

## Communication & Leadership

- Ensure clear and timely updates on job progress, equipment status, risks, and delays are provided to management, and that records are accurately documented in the CAFM system.
- Provide step-up leadership and cover for your line manager during short absences (e.g., breaks, urgent cover).
- Drive a culture of continuous improvement by encouraging the team to suggest and adopt operational efficiencies.
- Lead, coach, and support technicians, fostering high performance, wellbeing, and professional conduct.
- Develop Technicians to provide resilience and cover in the Team Leader's absence.

## GxP responsibility

- Ensure all work on GxP equipment and in GxP areas is completed to required standards.
- Delegate tasks appropriately while retaining overall accountability, ensuring staff under your supervision are correctly trained and fully aware of specific requirements.

## 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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- Typically you will have 5 direct reports. This may vary as the business requires.
- You will be responsible for training, development and competency of your team and ensure mandatory training is completed on time.
- Responsible for general mechanical team working on asset maintenance and repair.
- Responsible for accurate completion of work orders, overtime and spares availability.
- Responsible for the availability and compliance of all general mechanical assets.
- Supporting management of subcontractors, including (but not limited to) hosting, RAMS reviews, documentation management.
- Responsible for correct completion and oversight of work orders including accurate data input.

## Person specification

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

- NVQ Level 3 (or equivalent) in a mechanical trade discipline.
- Demonstrable hands-on maintenance experience in a critical environment.
- Strong awareness of health, safety, and compliance requirements.
- Ability to work independently and prioritise tasks effectively.
- Good IT skills (Word, Excel, CAFM systems).
- Effective communication skills with peers, managers, and clients.
- Desirable – previous people management experience.
- Desirable – ILM Level 3 or higher

## 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.

- This job description is not exhaustive and may be updated to align with evolving business needs. Employees are expected to comply with any reasonable management requests.
- Occasional travel for training/business needs.
- Ability to use company pool vehicle and equipment (where necessary).
- Undertake occasional overtime to support business needs to maintain maximum asset uptime, whilst reducing impact to client purpose.

<b>Line Manager</b>	
<b>Signature</b>	

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<b>Print Name</b>	
<b>Date</b>	

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

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