

Job Description

Job title	Technical Assurance Manager	Date 09/08/23
Reports to (title)	Head of Technical Assurance	
Contract/Department	EMCOR Assurance @ AWE	Revision 1
Location	AWE	

Job purpose

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

- The Technical Assurance Lead role is responsible for the effective delivery of the account technical and quality compliance & assurance plan. This will include the review of safe systems of work and engineering competency across the estate.
- Demonstrate, through evidence, technical & quality compliance levels against statutory, legal and contractual obligations through a robust assurance/audit programme as agreed with the client assurance team.

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.

- To manage and coordinate the AWE Appointed Persons requirements across the estate and advise on structural resilience, training and appointment expirations prior to expiry.
- To work collaboratively with EMCOR Authorising Engineers to ensure all Safe Systems of Works are compliant, robust, adhered to and practiced.
- To liaise with EMCOR Authorising Engineers to ensure audits are properly planned in and then to act as the host for audits.
- Actively monitor and provide support in updating procedures and processes with regards to technical legislation changes / updates.
- Ownership and management of the internal Quality & Technical audit schedules including assisting in the delivery of these Safety, Technical & Quality audits, as required.
- Develop and deliver a continuous improvement programme for the review of onsite safe practices, documentation and methods of work to ensure safety and compliance adherence.
- Actively monitor Isolation protocols inclusive of performance review and training, review and monitoring.
- Provide technical advice on new buildings/assets and act as a Subject Matter Expert with projects, Asset Management and Operations for new building / asset handover.
- Attend and contribute to EMCOR compliance strategy meetings.
- Ownership of Training & Competency reporting, to ensure Line Managers are aware of

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their compliance levels. This is for trade/technical competency, along with broader competencies such as EMCOR Supervisor appointments, and first aid.

- Review and management of localised IMS plan in line with EMCOR UK guidance
- Management and review of the site business continuity plan, utilising the site based assurance team for annual testing protocols
- Support the continued accreditation to ISO 9001, ISO 45001, ISO 14001 and ISO 18001 on the AWE contract, as an active participant at BSI audits.
- Be an active member of the Assurance team on the AWE contract providing inspiring leadership and developing a positive culture.
- Support on the development and roll out of strategies, policies and guidelines which will enable an inclusive approach, that embraces mental and physical wellbeing in the workplace.
- Support other assurance team staff in the delivery of their professional activities.
- Maintain professional development to ensure competence o the latest standards by undertaking External training, CPD training and EMCOR / AWE's mandatory training.
- Support and completion of RCA/Investigations as required.
- Sponsor of the site based balance scorecard, coaching and guiding the behavioural safety forum to deliver an effective mix of leading and lagging safety performance indicators.

Resource responsibilities

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

Line management responsibility for the Safe System of Work Writer team Leader, this includes duties such as undertaking regular appraisals, training development and reviewing operational impact/approving of annual leave.

This role will also act as Deputy HSEQ&W Manager where required.

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Person specification

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

- NVQ Level 3 in an engineering discipline (i.e Electrical, Mechanical, Building & Civils), with extensive experience within related role.
- HND/HNC advantageous.
- Qualified to NEBOSH Certificate / NVQ 3 in Occupational Health and Safety.
- Desire to work towards a professional accreditation (GradIOSH, IENG).
- Lead auditor level of knowledge of HSQE systems and processes that meet the requirements of ISO 9001, 14001 and 45001.
- A strong leader with a proven track record of leading a team of professionals.
- Excellent communication skills, written and verbal, able to be empathetic and understanding, approaching sensitive subjects with discretion, tact and diplomacy.
- Able to establish effective and positive relationships with a wide variety of internal, customer and supplier audiences at all levels and across different operational disciplines.
- The ability to deal positively with the resolution of customer problems is essential.
- Excellent level of interpersonal and Customer relationship skills.
- Knowledge/Experience of Facilities Management & CDM.
- Experience of working within a regulated environment or within JSP framework advantageous.
- Driven and Proactive Individual who uses initiative and can take ownership.
- Good standard of IT Skills including Word, Excel, Project, PowerPoint and Visio.

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.

- The ability to gain Security Clearance (DV minimum)
- This role will require the candidate to occasionally access high-security, explosive, Beryllium and radiological working areas
- Full UK driving license
- AWE site based with requirement to travel to work & training locations.

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

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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>	