

Job Description

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| Job title | LEV Maintenance Manager |
| Reports to (title) | Head of Technical Operations |
| Contract/Department | GSK |
| Location | Stevenage |
| Date | August 2023 |

Job purpose

To support the Account Director in achieving business objectives through the proactive management of the commercial and business affairs of the contract relating to the Local Exhaust Ventilation systems across the account.

You will be accountable for the delivery of all aspects of LEV services across the GSK account.

You will be the point of contact for all escalations. You will manage each escalation and decide whether to delegate or to involve yourself directly based on your management decision of what is best for the business.

You will be the visionary for the operational delivery of the LEV service on the account and will continually assess and refine the scope of work to ensure maximum availability of scientific equipment and customer satisfaction.

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Duties/responsibilities/accountabilities/deliverables

People

The LEV Team Leader will report to you and you will be the point of contact for any LEV related aspects of work that sit outside of routine PPM, Repair and Project Support.

You will provide management and leadership support to the Team Leader, including appraisals, training, and development to ensure that applicable levels of skilled competence are maintained by the Team Leader and their direct reports.

Technical

Responsible for conducting a range of technical assurance activities to ensure standards are worked to and the service delivered is fully compliant.

Attend, when necessary, factory acceptance tests and site acceptance tests.

Compliance

Ensure compliance to GSK & EMCOR UK standards.

Ensure that all employees and contractors under your direct control work to GSK Quality, Environmental and Health & Safety procedure.

To ensure zero failed metrics across the agreed contract metrics defined in the GSK/EMCOR UK Contract Metrics Guide.

Resource responsibilities

To have the direct line management of the LEV team.

Person specification

Mandatory Requirements

Ability to lead and manage a team, while managing and planning your own workload.

Excellent communication and people skills. This will be needed across all levels and include internal and external communications.

You will need to be flexible to support this and other accounts as required.

You will be involved in setting annual budgets and managing those ensuring any change would be identified and managed correctly.

An open-minded approach to new initiatives.

Customer focused.

Attention to detail is necessary in all areas.

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Other factors relevant to the job

The GSK site at Stevenage is one of the world's largest research and development sites. It stands on ninety acres of ground and is the global hub for GSK's research and development.

The work you and your team does directly impacts the productivity of science groups in their research & development.

The position is based at GSK R&D Stevenage, but travel to other sites within region may be required.

To work reasonable overtime as and when required.

To be available for out of hours response in the event of high impact system failure / outage

You will be required complete any reasonable request by management.

Making our customers lives' easier is a critical element of this role.

Be an ambassador of the EMCOR Group (UK) plc.

To follow EMCOR's Code of Conduct and comply with the Client's company rules and maintain a high standard of discipline.

GxP responsibility

Some of your work will involve working on GxP equipment, carrying out testing to GxP standards as well as working in GxP areas. You may delegate some of this work to staff that work under your control. It remains your responsibility to ensure that staff under your control have had the correct training and are aware of the specific requirements.

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| Line Manager <i>Signature</i> | |
| Print Name | |
| Date | |
| Job Holder <i>Signature</i> | |
| Print Name | |
| Date | |
| FOR HR USE ONLY: | |

Job Description

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| <i>Job Grade</i> | | <i>EMCOR Competency Level</i> | | <i>Training Profile UTC</i> | |
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