

# Job Description

<b>Job title</b>	Technical Compliance Manager	<b>Date</b> March 2025
<b>Reports to (title)</b>		
<b>Contract/Department</b>	BAE Subs	<b>Revision 1</b>
<b>Location</b>	Barrow-in-Furness	

## Job purpose

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

The Technical Compliance Manager ensures that all technical operations and processes across the BAE Submarines account adhere to regulatory, legal, and company standards. They will develop and implement compliance programs, conduct regular audits, and provide guidance on compliance issues to ensure the organisation meets all technical and safety requirements. Additionally, they will collaborate with internal and external departments to promote a culture of compliance and continuous improvement, ensuring the highest standards of operational excellence and risk management are maintained.

## 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.

The primary duties and responsibilities of the BAE Submarines Technical Compliance Manager include:

- **Develop and Implement Compliance Programs.** Lead, create and maintain account-based compliance programs to ensure all technical operations meet regulatory, legal, and company standards.
- **Conduct Audits and Inspections.** Perform regular site-self audits and inspections, in collaboration with the EMCOR UK (EUK) Central Technical Assurance function, to maintain standards, identify compliance issues and areas for improvement.
- **Monitor Regulatory Changes.** Stay updated on changes in regulations and standards, utilising EUK's Legal Register as appropriate, and adjust compliance programs accordingly.
- **Provide Guidance and Training.** Offer guidance and training on compliance-related matters, ensuring colleagues understand and adheres to compliance requirements.
- **Collaborate with Departments.** Work closely with other account leads to integrate compliance into all aspects of operations and promote a culture of compliance.
- **Report and Document Compliance Activities.** Maintain detailed records of compliance activities and prepare reports for account management and regulatory bodies as required.
- **Investigate Non-Compliance Issues.** Lead investigations into non-compliance issues, in collaboration with the customer where required. Conduct detailed root cause analysis (RCA), applying EUK's 'Just Culture' principle, ensuring lessons learned are established, applied, and effective.
- **Risk Management.** Identify, assess and record compliance risks and develop strategies to mitigate these risks.
- **Continuous Improvement.** Drive continuous improvement in compliance processes and systems to enhance operational excellence.
- **Customer and Regulatory Interface.** Act as the primary point of contact for regulatory bodies and

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customers on compliance-related matters.

## 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.

### Essential Experience:

- **Regulatory Knowledge.** Extensive knowledge of technical regulations, standards and industry best practice.
- **Compliance Program Development.** Experience in developing, implementing and managing compliance programs and policies.
- **Auditing and Inspection.** Proven track record of conducting audits, inspections, and assessments to ensure compliance with regulatory and company standards.
- **Risk Management.** Experience in identifying, assessing and mitigating compliance risks.
- **Technical Expertise.** Strong multi-discipline technical background with the ability to understand and apply technical standards and requirements.
- **Problem-Solving.** Demonstrated ability to investigate non-compliance issues, perform root cause analysis and develop effective corrective action plans.
- **Communication Skills.** Excellent communication and interpersonal skills to provide guidance, training and support to staff and to interact with regulatory bodies and customers. IT literate including Word, Excel, Project, PowerPoint, Smartsheets and Visio.
- **Project Management.** Experience in managing projects related to compliance initiatives, including planning, execution and monitoring.
- **Continuous Improvement.** A track record of driving continuous improvement in compliance processes and systems.
- **Leadership.** Strong leadership skills to lead compliance teams and collaborate with various

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departments to promote a culture of compliance.

## **Education/Training:**

Minimum:

- HNC/HND-Level qualification in a relevant engineering discipline, a similar technical field or a Level 3 qualification with equivalent technical/engineering experience.
- Certified auditor status (or a willingness to obtain) or a strong working knowledge of quality management systems (ISO9001) with a high degree of procedural, technical and HSE compliance.
- IOSH managing safely (or equivalent) or a willingness to obtain.

Desirable:

- Hold IEng professional status (desirable) or a desire to work towards (IET, IMECHE, CIBSE etc).

## **Behaviours:**

- **Natural Leader.** Stands out with charisma and brings out the best in people.
- **Experienced Leader.** Directs and develops diverse engineering teams in regulated environments.
- **Change Leader.** Guides others to accept new ideas and practices, transforming culture and behaviours.
- **Customer-Focused.** Understands and meets client needs effectively.
- **Energetic and Enthusiastic.** Motivates and gets things done.
- **Works Well Under Pressure.** Meets tight deadlines.
- **High Technical Standards.** Delivers excellent written technical work.
- **Analytical and Influential.** Analyses data and makes evidence-based recommendations.
- **Effective Communicator.** Communicates clearly, both verbally and in writing.
- **Security Clearance.** Able to attain SC/DV Security clearance as required.

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## 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.

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

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

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	