

Job Description

Job title	Technical Assurance Manager	Date 02 Oct 2024
Reports to (title)	SME Lead	
Contract/Department	Technical Assurance	Revision 01
Location	Stevenage	

Job purpose

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

To support the site Mechanical Subject Matter Expert (SME) and to manage the Technical Assurance Team ensuring compliance with Client & Statutory Inspection requirements for PSSR / LOLER via the Crimson / Prime systems; RBI deliverables; & contract KPIs via Direct technical Assurance staff and Third-Party Contractors (TPC's) including LMP & Zurich and to complete Internal System Audits 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.

- Support the Site Mechanical SME as required.
- Oversee the Interpretation of RBI Assessments/Reports/Future RBI Inspection Plans/Logistics - (PTW/ IOR/ Equipment/ Personnel/Training/Client-Management Reporting/KPI)
- Manage and assume overall responsibility for compliant Statutory Systems relating to PSSR/LOLER delivery including statutory inspections.
- Ensuring that EMCOR^{UK} Management are kept informed of the status and performance of equipment, this includes but not limited to:
 - Attending/Facilitating weekly, monthly & quarterly PSSR/LOLER/RBI meetings with the client to update them on the status and planning for all inspections, faults, risks, and performance.
 - The management and implementation /updating/certification of PSSR/LOLER/RBI WSE, liaising regularly with Client Duty Holder and Responsible person to ensure WSE delivers against statutory requirements.
 - Analysing inspection data, review & acceptance of Assessments & Reports.
 - Reporting on status and findings, and organising site preparation works with Team Leaders & RBI Installation Team
- Update & Review Crimson / Prime data to ensure statutory compliance.
- Proactive engagement in capital projects and site minor works (SMW) that add or modify elements of systems under your control. This includes the review of the associated hand over documentation (Test Certs/Reports/DoC/CoC/data Sheets etc.
- Provide specialist advice and support for all Technical Services management activities associated with Statutory and RBI Inspection Services.

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- In conjunction with RDES Technical Managers/Engineers, set, support, and deliver Inspection engineering standards, training requirements, competency standards (Knowledge, Skills & Experience) and support competency assessment delivery, where required.
- Assistance in the preparation of specialist inspection/NDT methodologies and estimates/quotations as required.
- 'Horizon scan' authoritative sources e.g. government publications, industry professional standards and EMCOR^{UK} Compliance briefing document to ensure awareness of the latest statutory and regulatory standards.
- Recommend improvement opportunities and champion implementation where appropriate.
- Develop, introduce, and maintain Inspection instructions and related documents e.g. SOP's/LSOP/RBI Assessments & reports that support Statutory Inspection & RBI compliance.
- Review of Statutory Compliance EAM Work Order PMs against Crimson / Prime Inspection Dates & Identification e.g. Asset, Serial Number checks etc.
- Review and agree the use of specialised Inspection Methodologies where applicable.
- Approve Work Orders/Permits to Work as required.
- Approve IOR for replacement Parts & Third-Party Services as needed.

Resource responsibilities

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

Support the site Mechanical SME

Manage the Technical Assurance Inspection Team for PSSR/LOLER & RBI.

Management of a safe delivery of subcontractors and vendors activities while on site.

Management Oversight of resources and including direct reports as per the organigram

Person specification

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

Required

- HNC level in mechanical, building services, or related field.
- In-depth technical and operational knowledge of PSSR / LOLER / RBI.
- Experience of NDT & Mechanical Inspections encompassing PSSR / LOLER / RBI.
- Insurance inspection procedure knowledge including documentation requirements specifically for PSSR / LOLER.
- Experienced with Inspection Software Systems.
- Technical ability to analyse complex data, to provide evidence-based recommendations, propose realistic and achievable plans, secure buy-in from stakeholders, and deliver on target.
- Experience of safe working practices and permit to work systems.
- Relevant safety qualifications, including IOSH Managing Safely or equivalent.

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- Experience of successful improvement/change proposals and delivery.
- A natural leader with the ability to bring the best out of people.
- Demonstratable energy and infectious enthusiasm to get things done, building strong relationships across multiple discipline teams.
- Demonstrate empathy with customers and clients, and the ability to organise resources to satisfy clients demands.
- Work to tight timescales, under pressure, high level of written technical standards.
- Professionally curious, always looking to improve technically, with a willingness to train and update knowledge.
- Enthusiastic in their approach to succeed with a can-do attitude, can drive momentum to shape and influence others.

Desirable

- Background in Multiple Inspection Methodologies for all types of Facilities particularly with experience of PSSR / LOLER / RBIⁱ.
- BINDTⁱⁱ NDT PCNⁱⁱⁱ Qualified - Levels 1, 2 & 3
- Certifications in Multiple NDT Methods to include MPI/DPI/UT/RG/VT^{iv}
- Auditor Certification (Lead preferred)
- Registered with relevant professional accreditation body.
- Pressure and Confined space AP Status and other AP appointments as deemed appropriate.

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 position is based at GSK R&D Stevenage and also covers Addenbrookes and Harlow therefore travel these and potentially other sites within region may be required.
- To work reasonable overtime as and when required, provision of assistance to other sites can also be expected.
- If available, support in the event of high impact system failure / outage.
- You are required complete any reasonable request made by management.

Line Manager	
Signature	
Print Name	
Date	

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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>	

ⁱ PSSR / LOLER / RBI – Pressure Systems Safety Regulations/Lifting Operations & Lifting Equipment Regulations / Risk Based Maintenance

ⁱⁱ BINDT – The British Institute of Non-Destructive Testing

ⁱⁱⁱ PCN – Personnel Certification in Non-Destructive Testing

^{iv} MPI/DPI/UT/RT/VT – Magnetic Particle Inspection/Dye Penetrant (Liquid) Inspections/Ultrasonic Testing/Radiographic Testing/Visual Testing