

Job Description

Job title	Compliance and BCP Manager	March 2026
Reports to (title)	Performance and Data Manager	
Contract/Department	Sky Spaces	Revision 1.0
Location	Sky Campus, Osterley	

Job purpose

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

Responsible for managing and maintaining a positive safety risk management culture throughout the EMCOR UK account-based team, providing technical support, advice and guidance on all matters of compliance. Ensure compliance across the account service streams, all records are collated, maintained and available, to provide demonstrable evidence of compliance, particularly for statutory activities. The role will also own, develop and maintain the Business Continuity Management System (BCMS) and Business Continuity Plan (BCP) for the account, aligned with Sky Spaces plans.

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.

<p>Compliance</p> <ul style="list-style-type: none"> • Ensure EMCOR UK deliver services which are compliant to the needs of the customer, contract scope and meet regulatory standards (FDA/MHRA/HSE). • Work in collaboration with the account team to ensure efficient and effective management systems of control are in place and maintained across the account. • Ensure adherence to all governing legislation and accreditation (eg.9001, 14001 and 18001). • Ensure engineers responsible for legal compliance are held to account for their areas of expertise, e.g. HV/LV electrical distribution, pressure systems (including steam, high temperature hot water), confined spaces, gas (Gas Safe), oil (OFTECH), water quality and legionella prevention, F-Gas, NICEIC. • Support the Technical Leadership Team and Controlling Manager to assess the experience, training and competence of CPs and APs for the account, ensuring adequate coverage across all locations, annual reviews and refresher training. • Cultivate understanding of any locations, plant or equipment posing risk for EUK and the customer and support in developing robust strategies to manage the risk. • Manage auditing and monitoring regimes associated with EMCOR UK and customer SSoW, SOPs, EOPs and other management systems. • Prepare compliance update for the customer monthly report and high-level overviews for the quarterly and annual business reviews. • Conduct continual reviews of existing policies, standards, systems and working practices to ensure compliance is maintained. • Work with all business streams to ensure internal and external customer satisfaction, retention and growth. • Ensure all records are collated, maintained and available, to provide demonstrable evidence of compliance, particularly for statutory activities. • Review compliance inspection reports and recommend appropriate course of action. This will include checking all associated activities and remedial works have been conducted as required. <p>Business Continuity Planning (BCP)</p>
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- Responsible for organising and conducting desktop and practical BCP training exercises with the team, to ensure appropriate training and preparedness throughout the EMCOR UK team.
- Own, develop and maintain robust business continuity plans/BCMS for all areas of the EUK services in scope, covering various scenarios (e.g. utilities outage, flood, suspect package, epidemic/pandemic) in accordance with requisite standards (e.g. ISO22301).
- Ensure BCPs are developed and maintained in alignment with Sky Spaces and the wider Sky organisation plans.
- Conduct regular reviews (at least annually) of all BCPs to ensure they remain accurate and relevant; apply any required changes in accordance with controlled document processes and communicate to relevant parties.
- Conduct desktop and practical training exercises with the EMCOR UK team throughout the account locations to ensure preparedness.
- Participate and play an active role in customer BCP planning and training activities, involving the wider EUK team members as appropriate, to ensure required support for the customer is in place.

General

- Support the team to ensure preparedness and participate in internal and external audits to demonstrate service and BCP compliance across the account.
- Oversee QHSE function for the account in liaison with the central HSW Business Partner.
- Oversee the management and delivery of the account ePermit system, including access permitting for the Sky Spaces estate.

Resource responsibilities

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

- Direct line management for QHSE Manager and Permit Officers (likely to be 2no. but to be confirmed).

Person specification

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

Professional Requirements

- Knowledge and experience of facilities management in practice and in complex environments.
- Knowledge of BCMS standards such as ISO22301 advantageous.
- Technically qualified with demonstrable experience in compliance management.
- Qualified to NEBOSH certificate level, suitable equivalent or working towards that level.
- Detailed understanding of legislation and industry standards and their practical application, as well as a working knowledge of other QHSEW issues.
- Report writing experience.
- Experienced in auditing, auditor background advantageous.
- Competent in the use of IT applications i.e. Word, Excel and Power Point.

Personal Requirements

- Strong, natural leadership with the ability to inspire and bring out the best in others.
- Clear and confident communicator, able to engage diverse audiences using various formats.
- Capable of delivering technical and safety assurance messages with clarity across all levels, from operational teams to senior leadership.
- Experienced in developing policies and procedures that improve safety, performance and resilience.
- Customer-focused, with a strong ability to understand client needs and mobilise resources effectively.
- Energetic and enthusiastic, with a proactive approach to getting things done.
- Able to perform under pressure and meet tight deadlines.

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- To be self-motivated and to be able to motivate others, to be reliable and to be able to act with responsibility.
- Demonstrate a leadership style that includes mentoring and coaching, to encourage the best performance from team members.
- Professional ambassador for EMCOR UK, maintaining strong relationships with customers, suppliers and partners.

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 role is part of a national account covering the UK and Ireland, so travel will be required. There is also an expectation for flexibility and overnight stays may sometimes be necessary (accommodation will be provided).

Confidential information will be accessed and handled as part of the role; no confidential or sensitive information should be shared with any unauthorised person at any time.

Line Manager Signature	
Print Name	
Date	

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>	