

Job Description

Job title	Assurance Coordinator	Date August 2024
Reports to (title)	Technical Assurance Manager	
Contract/Department	Revision	
Location		

Job purpose

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

We are looking for an Assurance Coordinator to join our site base team, primarily supporting the planning and coordination of Assurance Improvement plan objectives & activities, along with providing administration support for the review & onboarding of EMCOR UK's Supply Chain Partners.

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 development and roll out of strategies, policies, innovations and guidelines which will enable an inclusive approach, that embraces mental and physical wellbeing in the workplace.
- Represent EMCOR UK at forums if required.
- Provide focal point in the cascade and returns of the monthly team brief.
- Conduct Monthly data entry of Assurance related information into existing prescribed systems.
- Monitor data entry on monthly returns and ensure operational staff are reminded of their current compliance status.
- Produce regular reports from data metrics for Health, Safety, Quality, Environment and Wellbeing performance, to both internal and external audiences.
- Conduct duties as required by the Client to fulfil the role of calibration representative for EMCOR UK, this will consist of coordinating the return of specialist equipment and liaising with calibration departments for processing.
- Support other assurance team staff in the delivery of their administration activities.
- Assist with the issuing with new or replacement PPE to the site-based EMCOR UK operational teams, ensuring associated logbooks are maintained.
- Conduct regular housekeeping activities of the internal SharePoint Assurance site & libraries, to ensure record keeping is compliant with requirements.
- Ownership & Management of the subcontractor SharePoint site and subsequent folders (meta-data)
- Support in the request of medical health surveillance appointments, monitor these assessments dates to ensure periodic assessments are proactively requested.
- Support our team on undertaking impartial evaluations of our Supply Chain Partners. Findings and data to be shared internally with EMCOR procurement.
- Monitor the Supply Chain performance assessment process and ensure being completed by both the new works and subcontractor operations team.

Resource responsibilities

Job Description

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

- There are no direct reports for this role.
- Responsible for the status of Calibrated equipment that's currently in service, all expired or faulty equipment shall be placed with quarantine.

Person specification

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

- Knowledge of HSQE systems and processes that meet the requirements of ISO 9001, 14001 and 45001 would be advantageous.
- Previous experience of similar roles.
- A patient, resilient and "customer first" manner, being able to adapt and prioritise to provide successful outcomes.
- Excellent communication skills – both verbal and written.
- Build and maintain positive working relationships with all levels of the organisation.
- Take a thorough and organised approach with high attention to detail and accuracy.
- Drive for continuous improvement.
- Enthusiastic and conscientious; with a team player attitude.
- Good level of IT literacy with knowledge of Microsoft Office and the ability to learn bespoke computer systems.

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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Line Manager

Signature	
Print Name	
Date	

Job Holder

Signature	
Print Name	

Job Description

Date

FOR HR USE ONLY:

Job Grade

EMCOR Competency Level

Training Profile UTC