

Job Description

Job title	Lead Engineer – Mechanical SME	Date
Reports to (title)	Head of Engineering & Risk Management	
Contract/Department	BBC	
Location	Home based with National travel	

Job purpose

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

As the Lead Engineer within the BBC account 'Central' team of engineering and risk specialists, the Mechanical Subject Matter Expert (SME) provides technical authority and ensures compliance with statutory and legislative requirements for mechanical systems. This involves the provision of guidance, leadership, advice and direction for mechanical matters across the BBC estate, developing and auditing Safe Systems of Work (SSoW), conducting risk-based technical audits to identify and address technical risks, providing technical support and enhancing technical compliance and assurance by identifying improvement opportunities.

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.

Professional Technical Assurance Support:

- Provide expert mechanical technical assurance support to the BBC, assisting the Head of Engineering and Risk Management across the People, Policy, and Process pillars.

People:

- Support the delivery of the mechanical aspects of EMCOR UK's (EUK's) Technical and Safety Competency Management System (CMS) across the BBC estate, including identifying, assessing, and periodically monitoring and auditing Authorised Persons (AP) and Competent Persons (CP).
- Produce a Compliance Status Analysis and ensure sufficient personnel are appointed (AP/CP) to operate mechanical high-risk systems and confined spaces.
- Support the BBC Authorising Engineer in undertaking EUK's audit and assurance plan by conducting professional technical compliance audits, identifying corrective actions, and ensuring their closure and reporting.
- Provide AP support to mitigate priority resilience risks as needed.
- Develop discipline-specific consultancy activities for the BBC account, as requested.
- Collaborate with Authorised Persons and wider EUK Authorising Engineers to enhance EUK's technical service offerings, including the BBC Supply Chain Partners (SCP) technical onboarding process.

Policy:

- Working with the BBC AE and Central AE team as required, ensure EUK's mechanical 'Significant Risk' Safe Systems of Work (SSoW) across the BBC estate are suitable, sufficient,

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and compliant with technical, safety, and legislative standards. Support regular reviews with the Safety, Quality, and Risk (SQR) and Technical and Assurance teams.

- Create, develop, deliver and refine technical assurance files, logbooks, policy and training documents, and other Integrated Management System (IMS) documentation as required.
- Develop technical publications relevant to mechanical systems across the BBC estate, incorporating industry best practices from leading organisations such as IET, CIBSE, REFCOM, GASSAFE, BESA, SFG20, and BSRIA.
- Support the Head of Engineering & Risk Management in developing and delivering BBC technical communication plans, including forums, flyers, toolbox talks, Learning from Experience (LFE) and updates, as required.

Processes:

- Responsible for the technical oversight of all BBC site Mechanical Systems, ensuring they are operated, maintained, diagnosed and repaired to the appropriate statutory, regulatory and BBC standards, reporting any equipment or performance issues to the Head of Engineering and Risk Management, liaising with customer representatives as required.
- Oversee the delivery of annual mechanical performance analysis and condition surveys, ensuring timely completion, adherence to required standards, and effective communication and action on findings.
- Analyse complex mechanical systems to understand faults and performance limitations, making recommendations to address shortfalls and deliver improvements.
- Develop, introduce, and maintain mechanical operating instructions and related documents (e.g. CEMS, EOPs, SOPs) that define the site's mechanical operational and safety program.
- Provide mechanical subject matter expertise through deviation investigation, participation in Root Cause Analysis (RCA) activities, and setting and delivering Corrective and Preventive Actions (CAPAs).
- Offer EMCOR technical expertise for the design, installation, testing, and commissioning of all site-based mechanical systems, including setting appropriate maintenance and spares requirements and associated handover procedures.
- Assume overall responsibility for compliant Pressure Systems Safety Regulations (PSSR) delivery, including statutory inspections, and keep the Head of Engineering & Risk Management informed of equipment status and performance. This includes chairing weekly and monthly PSSR meetings with the client (as required) and updating mechanical Written Scheme of Examination (WSoE) to meet statutory requirements.
- Ensure compliant Lifting Operations and Lifting Equipment Regulations (LOLER) delivery, including statutory inspections, and keep the and keep the Head of Engineering & Risk Management informed of equipment status and performance.
- Manage compliance for Confined Spaces on site, ensuring all safety protocols are followed.
- Provide SME support for technical and safety incidents as required.

Resource responsibilities

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

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- This role will be manage the other account Central Engineer SMEs and also have a requirement to work closely and collaboratively with all members of the account based technical teams and BBC 'central' SLT colleagues.
- Functional Authority over AP and CPs for matters relating to mechanical compliance and assurance.

Person specification

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

Essential Experience:

- Demonstrable AP knowledge with relevant operation and Mechanical maintenance experience.
- Comprehensive knowledge and understanding of technical, safety and risk management, focusing on current mechanical safety issues, legislation, management, and ISO standards.
- Working knowledge of quality management systems (ISO9001 and ISO45001) with a high degree of procedural, technical, and HSE compliance.
- Ability to interpret and provide authoritative advice on technical management issues.
- Experience in advising businesses on good practice technical management.
- Excellent skills in collaborating with internal and external customers, including local authorities, regulators, and suppliers on complex issues.
- Strong communication skills, both written and verbal, with the ability to engage at all levels.
- Proficient in IT, including Word, Excel, Project, PowerPoint, Smartsheets, and Visio.
- Experience of operating in a Media/broadcasting environment (desirable).

Education/Training:

Minimum:

- Minimum HNC/HND-level qualification in a relevant Mechanical engineering discipline, a similar technical field, or equivalent technical/engineering experience.
- Mechanical AP qualifications (Pressure Systems, Petroleum, F-Gas, Confined Space etc).
- Recognised safety qualification (e.g. IOSH certification, SMSTS, CSCS etc) or a willingness to obtain.

Desirable:

- Hold or in the process of achieving IEng professional status, with a strong desire to work towards CEng status (IET, IMECHE, CIBSE, etc.).
- Electrical, L8, Working at Height AP qualifications or experience.
- CMI Level 5 in Management & Leadership (or equivalent) or willingness to obtain.

Behaviours:

- Demonstrates strong moral and personal integrity.
- Proficient communicator, motivator, and influencer.
- Versatile and adaptive approach to achieving goals.
- Strong attributes in managing people, including professional development and conflict

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management.

- High level of organisational ability; skilled at planning, prioritising, and managing tasks and resources efficiently.
- Demonstrates accountability and responsibility for their actions.
- Dedicated to safe practices and methods of working, while promoting EUK's Just Culture approach.

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.

- UK wide travel will be required.
- Must hold a valid UK Driving Licence.
- Participation required in corporate induction, learning and ongoing professional development.
- Required to wear corporate Personal Protective Equipment (PPE).
- To have a professional approach to work alongside our prestige customers.

Line Manager	
Signature	
Print Name	
Date	

Job Holder	
Signature	
Print Name	
Date	

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