

Job Description

Job title	Authorising Engineer (Fire)	Date September 2025
Reports to (title)	Senior Authorising Engineer	
Contract/Department	Engineering Department	Revision 3
Location	Home Based with routine travel across all EUK accounts	

Job purpose

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

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 Authorising Engineer (Fire) reports to the Senior Authorising Engineer (SAE) for the delivery of:

Quality Assurance & Compliance:

- Serve as the Subject Matter Expert (SME) for fire doors and compartmentation. Develop and establish the governance and reporting requirements to ensure full statutory, regulatory, and contractual compliance across all in-scope fire assets and operations.
- Develop and maintain third-party accreditations (e.g. UKAS-accredited fire door inspection schemes) to evidence assurance to clients and regulators.
- Undertake structured audits, inspections and assurance reviews, ensuring corrective actions are recorded, reported and closed out and compliance is evidenced.
- Maintain robust technical records, certifications and assurance outputs for auditability and reporting.

Risk Management & Technical Assurance:

- Horizon-scan for emerging legislation, standards, and industry best practices, assessing their potential impact and ensuring EMCOR UK remains proactive and forward-thinking in its approach to compliance.
- Provide independent assurance to the SAE and F&S Director, escalating risk and resilience issues to support informed decision-making and continuous improvement in fire safety governance.
- Provide technical support to colleagues involving high-risk fire mitigation activities, providing SME-level oversight and intervention when required.
- Record identified fire risks onto RAIDD Logs, Assurance Dashboards and reports for governance.

Policy, Process & Continuous Improvement:

- Develop and implement EMCOR UK policies and procedures to meet legal, regulatory and client requirements.
- Draft, peer review and issue compliance bulletins, directives and technical guidance notes

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to deliver standards across accounts.

- Capture lessons learned from incidents, corrective actions from audits into revised processes and training, where required.
- Drive continuous improvement by benchmarking EMCOR UKs approach against industry leaders (BM Trada, FDIS, FIRAS, CIBSE, SFG20 etc.).

Competence and Training:

- Derive the appropriate Fire Compartmentation requirements of EMCOR UKs Competency Management System (CMS).
- Support the identification, assessment and periodic monitoring of Authorised Persons and ensure appropriate registers are maintained.
- Develop training frameworks and partnerships with accredited providers, ensuring training effectiveness is evaluated and evidenced.
- Provide guidance, mentoring and technical development opportunities for individuals delivering passive fire safety services.

Collaboration, Client Engagement & Tender Support:

- Provide SME assurance support to account mobilisation and client engagement, establishing baseline compliance, 'get well' plans and training and assessment requirements.
- Establish a 'Community of Practice' to encourage collaboration across account teams to ensure consistent application of policies, procedures and standards across the portfolio.
- Actively built strong relationships with customers, Supply Chain Partners and internal teams to ensure a collaborative assurance culture.

Resource responsibilities

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

- No direct reports but functional Authority over account/sector APs (Fire) and CPs (Fire) for matters relating to technical assurance.
- Role reports directly into the SAE for independent assurance outputs.
- Responsible for sign-off of certification on behalf of EMCOR UK under the 3rd Party UKAS Accreditation (BM Trada, FDIS, FIRAS, BlueSky or similar).

Person specification

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

Essential Experience:

- Demonstrable AE/AP (Fire) knowledge with relevant operation and maintenance experience.

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- Comprehensive knowledge and understanding of technical, safety and risk management, including current safety issues, legislation, management, and ISO standards.
- Strong knowledge of UK fire safety laws and regulations both historical and current, including the Regulatory Reform (Fire Safety) Order 2005, Fire Safety Act 2021 and PAS 9980:2022.
- Detailed knowledge of Building Safety regulations, in particular, Approved Document B.
- Demonstrable experience in Passive Fire Protection, Inspection, Remedials and management of Projects.
- 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 communication and reporting skills.
- Ability to work with customers, regulatory bodies and Fire Engineering consultants.
- Good attention to detail, organisational and problem-solving skills.

Education/Training:

- FDIS CertFDI qualified, BM Trada Lead Auditor trained or equivalent
- Recognised Fire Safety Certification (e.g., NEBOSH Fire Safety, CFPA Europe Diploma, Fire Risk Assessment Qualification).
- Membership of (or willingness to work towards) a fire safety professional body (e.g., IFSM, IFE).

Desirable:

- Appointed as an Authorising Engineer or Appointed Person in previous employment.
- CMI Level 5 in Management & Leadership.

Behaviours:

- **Integrity.** Demonstrates strong moral and personal integrity.
- **Communication.** Proficient communicator, motivator, and influencer.
- **Adaptability.** Versatile and adaptive approach to achieving goals.
- **People Management.** Strong attributes in managing people, including professional development and conflict management.
- **Organisational Skills.** High level of organisational ability; skilled at planning, prioritising, and managing tasks and resources efficiently.
- **Accountability.** Demonstrates accountability and responsibility for their own and their team's actions.
- **Safety Commitment.** Dedicated to safe practices and methods of working, while promoting EMCOR UK's Just Culture approach.

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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.

- Ability and willingness to travel and stay away occasionally throughout England, Wales and Scotland.
- Must hold a valid UK Driving License.
- 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.
- Attendance at EMCOR UK leadership meetings, financial reviews, business updates as required.

Line Manager Signature	
Print Name	
Date	

Job Holder Signature	
Print Name	
Date	

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