

Job Description

Job title	Electrical Subject Matter Expert (SME)	Date: October 2023
Reports to (title)	Technical Assurance Manager	
Contract/Department	GSK Research & Development	Revision: 0
Location	GSK Stevenage	

Job purpose

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

- As part of a small team of technical specialists, provide the role of Technical Authority for all Electrical Systems on the GSK Stevenage Account, supporting EMCOR^{UK}'s delivery of the highest levels of technical service and support.
- Provide technical guidance, leadership, advice and direction to EMCOR^{UK} staff, GSK Customers and Supply Chain Partners (SCP) to ensure the GSK Stevenage Account remains technically compliant and EMCOR^{UK} are held as a GSK trusted partner in the delivery of exacting professional engineering standards.
- Provide daily management and oversight of operations to ensure consistent and technical service delivery, to the appropriate timescales and standards.
- Collaboratively work alongside Workplace Real Estate and Facilities (WREF) Technical Operation Managers (TOMs) to achieve GSK's short, medium and long-term technical strategies, providing EMCOR^{UK} technical input and considerations.
- Act as the authoritative technical point of contact for all Electrical system operating standards and performance requirements.
- Champion continuous improvement for system performance, processes, procedures, and monitoring for the Electrical Systems.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, along with accountabilities and deliverables for more senior roles.

- Responsible for the technical oversight of all GSK site electrical systems, ensuring they are operated, maintained, diagnosed and repaired to the appropriate statutory, regulatory and GSK standards. Reporting any equipment or performance issues to the EMCOR^{UK} Site Lead and GSK Customer.
- Oversee the delivery of the electrical annual performance analysis and condition surveys, ensuring they are completed on time, to the required standard and findings are effectively communicated and acted upon.
- Analyse electrical testing and inspection data: adjust and optimise maintenance routines based on historical trends.
- Analyse complex electrical systems where required to understand faults and performance limitations and make recommendations to address short-falls and delivery improvements.

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- Develop, introduce and maintain electrical operating instructions and related documents e.g. Standard Operation Procedures (SOP's) and logbooks that define the site electrical safety program.
- Provide electrical subject matter expertise in support of deviation investigation, participation with Root Cause Analysis (RCA) activities and the setting and delivery of Corrective Action Preventative Action (CAPA). Also, where necessary introduce new ways of working to the site operations teams.
- Provide control and assume overall responsibility for compliant electrical systems including statutory tasks, ensuring the EMCOR^{UK} Compliance Manager and GSK Head of Technical Operations (HoTO) is kept informed of status and performance of equipment, including, but not limited to, the following:
 - Chairing weekly and monthly Electrical meeting with the client to update them on status and planning for inspection works, fault rectification and performance reviews.
 - Liaising regularly with Client Duty Holder and Responsible person to ensure delivery against statutory requirements.
 - Work in conjunction with the drawings office to control and maintain electrical drawings, procedures and certificates as required by EMCOR^{UK} and GSK.
 - Proactive engagement in LCAM electrical system reviews ensuring continuous improvement.
 - Ensure risks are appropriately documented and managed via EMCOR^{UK}/GSK systems.
 - Review and monitor all staff and SCP's who service electrical systems ensuring they are suitably trained, certified and competent.
 - In conjunction with WREF Technical Leads, set, support and deliver professional electrical engineering standards, training requirements, competency standards (Knowledge, Skills & Experience) and support competency assessment delivery, where required.
 - Perform routine management monitoring to measure site program effectiveness.
 - Responsible for the co-ordination and resource collaboration for all site wide electrical shutdowns.
 - Review data integrity in the client CAFM system, EAM, to ensure statutory requirements are met or exceeded, ensure correct maintenance for all electrical assets is in place.
 - 'Horizon scan' authoritative sources e.g. government publications, industry professional standards and EMCOR^{UK} Compliance, to ensure compliance with the latest statutory and regulatory standards,
 - Provide technical support to ensure necessary capital expenditure is prioritised and risks reduced.
 - Proactive engagement in capital projects and site minor works (SMW) that add to or modify elements of systems under your control. Provide EMCOR^{UK} technical expertise for the design, installation, testing and commissioning of all site based electrical systems. This includes the setting of appropriate maintenance, critical spares and associated hand over procedures.
 - Attend the site out of hours in cases of emergency when the staff, sub-contractors or security operations request support.
 - Assistance in the preparation of specialist estimates / quotations as required.
 - Where applicable hold the responsibility for allocated work orders from receipt to completion.
 - Produce a Compliance Status Analysis and ensure sufficient personnel are appointed (AP/CP) to operate electrical systems (HV/LV).
 - Recommend improvement opportunities and champion implementation.

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Resource responsibilities

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

- Ensure safe delivery of all electrical SCP activities when they are on site.
- Oversight of EMCOR^{UK} resource, no direct reports.

Person specification

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

Required

- Electrical Engineering HNC or equivalent.
- 18th Edition Regulations
- In-depth technical and operational knowledge of Electricity at Work Regs, to allow operational control to be gained over compliance for electrical systems.
- City & Guilds 2360 Part 1 & 2 or equivalent NVQ & C&G 2383 -18.
- 5 years + experience of installation, testing and maintenance and operation of HV/LV distribution systems.

Desirable

- C&G 2391-52 Inspection & Testing, & C&G 2396 Design & Verification of Electrical Installations
- Electrical Engineering Degree.
- Achieved or be working towards Chartered or Incorporated status.

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.

- Position based at GSK R&D Stevenage
- Travel to other portfolio sites required.
- To work overtime, to support key aspects of the role, as and when required.
- Out of Hours support in the event of high impact system failure / outage.
- You are required complete any reasonable management request.

Line Manager <i>Signature</i>	
Print Name	
Date	

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Job Holder <i>Signature</i>	
Print Name	
Date	

FOR HR USE ONLY:					
Job Grade		EMCOR ^{UK} Competency Level		Training Profile UTC	