

# Job Description

<b>Job title</b>	Regional BMS Engineer	<b>Date</b>
<b>Reports to (title)</b>	BMS Manager	
<b>Contract/Department</b>	GSK	<b>Revision</b>
<b>Location</b>	Harlow, Cambridge & Stevenage	

## Job purpose

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

The regional BMS engineer will deliver world class maintenance and stewardship of building management systems, automation and other operational technology, across three pharmaceutical industry sites with primary focus at Harlow and Cambridge. The role holder will hold OT custodian responsibilities at both our Harlow and Cambridge sites, whilst developing in role to provide resilience for the custodians at our Stevenage site.

## 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.

- Accountability as BMS Custodian (see below) for Harlow and Cambridge (Addenbrookes) sites.
- Provide proactive planned maintenance of OT systems, primarily the BMS systems.
- React to system faults to ensure system uptime is maintained.
- Assist engineering teams conducting planned maintenance on building systems via BMS control.
- Ensure timely completion of customer requests for environmental changes via BMS.
- Provide SME assistance on BMS strategy development and projects.
- Ensure suitable and sufficient spares are held on site for mission critical systems.
- Provide response to OT technical queries from the relevant site teams.
- Ensure all mandatory training is completed to schedule as per the GSK Automation and OT Security standards (dedicated 'mylearning' curricula)
- Positively engage with EMCOR and Client safety and continuous improvement programmes.
- Work within binding principles of our psychological safety culture.
- Work to and uphold the high standards of our EMCOR Values.
- This role is client facing. All interaction must be focused on enhancing the positive reputation and engagement EMCOR have developed with the client.
  
- Custodian Responsibilities.
  - Excellent knowledge & understanding of systems in order to be able to act as decision maker.
  - Have 'admin' type user access rights to OT applications.
  - Manage & coordinate any issue related to OT applications – (raise support requests)
  - Review and approve any associated engineering change control.
  - Review and approve any commissioning protocol prior to execution.
  - Sign the commissioning report following execution of the commissioning protocol.
  - Approve user access requests based on the system access plan they have approved.
  - Review Business Impact Assessments associated with a change that will impact the system.
  - Responsible to react and coordinate the 'Backup & Restore' procedure when required.
  - Responsible to maintain and review the asset inventory for the relevant system.

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Custodian Responsibilities cont.

- Retrieve from GSK systems and provide passwords to vendors when they come on site.
- Responsible for 3rd/4th parties doing work on their GSK system - Supervise vendors on site and ensure GSK OT Security standards are maintained when a supplier performs a change associated to their system.
- Manage all relevant documentation via approved repository systems.
- Ensure the overall GSK strategy is followed.
- Ensure OT Security standards when it comes to supplier remote access.
- Maintain OT Security on relevant systems.

## Resource responsibilities

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

- Responsible to maintain and review the asset inventory for the relevant systems.
- Provide passwords to vendors when they come on site – in accordance with Client approved security process.
- Responsible for ensuring TPCs work within the confines of policy and procedure.
- Supervise vendors on site and ensure GSK OT Security standards are maintained when a supplier performs a change associated to their system.
- Ensure OT Security standards when it comes to supplier remote access.
- Maintain OT Security on relevant systems.

## Person specification

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

Essential Criteria:

- Demonstrable evidence of BMS engineer control and maintenance experience in a corporate or technical service environment.
- Thorough knowledge and understanding of industry standard BMS architecture, protocols, telemetry and automation systems and assets.
- Certified in a current industry standard BMS system Siemens (Desigo CC) & or Schneider (Ecostruxure) BMS systems.
- Excellent IT and data accuracy skills.
- Experience of working in a client facing role &/or demonstrable customer focussed attitude.
- Self-starter, motivated, professional and driven personality.
- Ability to work to regulatory policies and procedures and uphold excellent standards.
- Current Full UK driving licence required.

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**Preferable Criteria:**

- In depth knowledge, experience and certified competence with Siemens and Schneider based BMS systems.
- Previous experience of OT security programmes.
- Previous experience of Continuous improvement, sustainability and energy reduction projects
- Knowledge and experience with other OT systems, e.g Building Energy Mgmt System, Power Management Systems, Environmental Auditing Systems, Access control, CCTV etc.

## 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.

- Role requires regular regional travel between sites, in Harlow (HAR), Cambridge (ADD) and Stevenage (STV).
- The role holder would be 'based' at either Cambridge or Harlow with an expected attendance of 2 days a week at HAR, 2 days a week at ADD and 1 day a week at STV.
- 40 hour weekday office hours pattern with overtime available as required. However, due to the nature of the role, flexibility in working times/hours is available.
- Due to the critical nature of our systems there is a possibility that the role holder may be required to work outside of usual business hours on occasion (critical response). This will usually be via remote access and suitable reimbursement will be made.

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

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

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	