

# Job Description: Senior Engineer (any discipline)



Function:	Professional Services
Job:	Senior Engineer (any discipline) <b>(Grade H2)</b>
Position:	Authorising Engineer (Electrical)
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Principal Authorising Engineer (Electrical)
Additional reporting line to:	Senior Coordinating Authorising Engineer (UK and Ireland)
Position location:	Home Based

## 1. Purpose of the Job – State concisely the aim of the job.

To act as a Subject Matter Expert – Electrical Safety Engineer and Electrical Engineering Systems representing Sodexo UK and Ireland across the following stakeholders:

- Ministry of Defence Senior Authorising authority
- Healthcare Trust safety officers
- Clients general H&S officers
- Senior Segment Operational Stakeholders – all regional segments
- Sodexo HSEQ Senior management Team / Service Operations UK and Ireland

To support the effective delivery of Technical Services across UK&I and provide support to meet legislative and statutory regulations

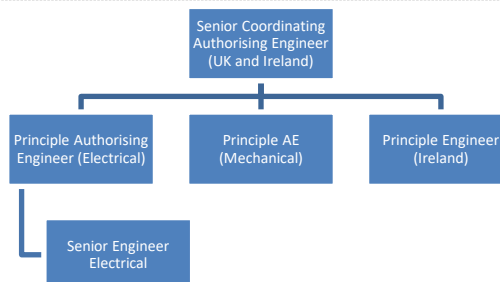
- Problem solve Technical Services within field of expertise
- Support the effective development and delivery of company procedures to manage fire safety and engineering activities & systems

## 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						

Characteristics ▪ Add point

## 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



**4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Resolve technical risks and opportunities in field of expertise
- Stakeholder engagement and cooperation
- Influencing change without authority
- Collaborative working with multiple stakeholders and agencies at all levels of the Sodexo Regional Organisation and external parties
- Providing assurance of compliance with legislation, industry guidance, best practice, and company procedures for managing electrical engineering activities and systems

**5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

- Support the implementation of Electrical Safety, Systems and Engineering Policy, Process and Guidance for the UK and Ireland Region
- Audit compliance of contracts in UK&I with statutory regulations, legislation and best practice in field of expertise (Electrical Safety and Engineering)
- To provide advice to procurement on the standards of contractors for electrical engineering
- Provide advice on maintenance Standards for Electrical Systems
- Communicate updates to statutory regulations, legislation and best practice with stakeholders in field of expertise (Electrical Safety and Engineering)
- Build professional relationships with all stakeholders, delivering effective communication including technical advice within field of expertise, and contribution with formal or ad-hoc reporting as appropriate
- Train, coach and assess others competency within field of expertise
- Investigate a series of events which have led to an unsatisfactory outcome in terms of electrical safety Identify the root cause and what systems may be required in order to achieve regulatory compliance.
- Be capable of devising or assessing electrical safety strategies, policies and procedures for a range of different clients, segments, contracts and sites.
- To provide training and/or mentoring for staff at various sites such as to be able to complete the following
  - A suitable level of site, system and equipment familiarity
  - Electrical risk assessments
  - Review of maintenance of electrical installations
  - Authorised &/or Competent Person duties
  - Review the suitability and sufficiency of risk assessments and method statements for activities on electrical installations.
  - Have knowledge and understanding of the following: MoD JSP 375 Volume 3 Chapters 1, 2 & 3 / HTM 06-01, 06-02 & 06/03 / Company Safe operating Procedures (as appropriate); Current Edition of the IET Wiring Regulations; The Electricity at Work Regulations; The Dangerous Substances & Explosive Atmospheres Regulations (DSEAR), Electrical Supply, Quality and Continuity Regulations (ESQCR).

**6. Accountabilities** – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Point of contact to in field of expertise for engineering problems across the UK and Ireland Region
- Provide advice to all stakeholders on areas within your field of expertise
- Ensure activities within field of expertise are aligned with statutory regulation, legislation and engineering standards

**7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- High level of technical knowledge in field of expertise
- Advanced experience of improving policies and procedures related to field of expertise
- Ability to coach and mentor others
- Good IT skills using Microsoft Office applications
- Excellent written, verbal communication
- Engineering competence with NVQ level 6 or equivalent qualifications
- Qualified as Lead or Internal Auditor to ISO 45001 or equivalent
- Safety competence with NEBOSH General Certificate or equivalent.
- Member of an appropriate Engineering Institute and registered with the Engineering Council as an Incorporated Engineer
- Hold an MoD Licence as an Electrical Authorising Engineer
- To have a knowledge and understanding of and be able to apply the following documents and core electrical safety principles to projects of all sizes and have sound understanding of electrical engineering principles
  - a. Health Technical Memorandum series
  - b. Joint Services Publication 375
  - c. BS7671 - IET Wiring Regulation (Current Edition) and/or IS 10101 National Rules for Electrical Installations
  - d. Approved Document P – Electrical Safety to the building regulations
  - e. The Electricity at Work Regulations and/or General Application Regulations Part 3
  - f. The Dangerous Substances & Explosive Atmospheres Regulations (DSEAR),
  - g. Electrical Supply, Quality and Continuity Regulations (ESQCR).

**8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

Being resilient – Level 2	Courage – Level 2
Collaborates – Level 2	
Ensures accountability – Level 3	
Communicates effectively – Level 3	
Persuades – Level 3	
Decision quality – Level 3	
Optimises work processes – Level 3	

**9. Management Approval** – To be completed by document owner

Version		Date	
Document Owner			