



**Temporary Works
forum**

Promoting best practice in
the construction industry.

TW22.078, Part 1 (14.10.22)

Temporary Works Forum (TWf)

Job Title: Operations Director

Job specification

Position: Permanent
Full time (following successful six-month probationary period)
Part-time may be considered

Positions available: One

Location: Working from home (presently)

Start date: March 2023, preferred – to be agreed with candidate

Probation package: Permanent less 15%

Permanent Package: CEng desirable

Basic salary per annum: Competitive; negotiable
(depending on experience)

25 days annual leave plus eight statutory bank holidays
(England & Wales) per annum

Flexible working hours may be required, e.g. travel,
meetings (online and in-person), conferences, etc.

Payment, monthly in arrears (22nd of the month)

Auto enrolled in workplace pension (The Peoples
Pension), statutory contribution rate

Provision of IT e.g. PC/laptop, printer, etc.
By mutual agreement with candidate

The Temporary Works Forum is a not for profit company (7525376)
Registered address: (c/o Institution of Civil Engineers), 1 Great George St., London, SW1P 3AA.
Correspondence address: 31, Westmorland Road, Sale, Cheshire, M33 3QX

t: 07801 594 862
e: secretary@twforum.org.uk
w: www.twforum.org.uk

Chairman: Rob Millard,
CEng MICE MIDE

Secretary: David Thomas, MSc BSc(Eng) AKC CEng FICE CFIOH



Payment in the event of certified sickness:

Service	Full pay (days)	Followed by half-pay (days)	Followed by statutory sick pay
< 12 months	4	4	beyond
1 to 5 years	8	8	beyond
> 5 years	12	12	beyond

Reports to: Chair, board of directors

Brief job role: The role is to promote and lead the growth of the forum on a day-to-day basis, supporting the board of directors (made up of volunteering members). Some functions are outsourced (e.g. payroll), some are internal (e.g. administration).

- Ensure the discharge of any actions required in respect of Companies House, HMRC and other regulatory authorities;
- Ensure that appropriate insurances are in place and act upon the requirement of such policies;
- Manage the financial affairs within an agreed budget (within delegated limits, where established);
- Oversee and contribute to the administration of the forum, e.g. membership enquiries, meetings, record-keeping (paper and digital), back-ups, etc.
- Provide leadership to enable the forum to discharge its aims and objectives
- Keep the board informed of activities (in particular, any significant issues)
- Actively promote the forum and manage its outputs (sometimes prepared by paid authors)

Hours of work: Flexible working, as agreed
Monday to Friday, 09:00 – 17:00, with 1-hr lunch break



Reports: TWf Administrator (in-house)
Payroll, social media, company secretary (current plans are to outsource these functions)

Organogram See **TW22.098**
NOTE: For clarity, this is a new structure proposed by the board.

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Background information:

The Temporary Works Forum (TWf) aims to encourage open discussion of any matter related to temporary works. The forum is subscription-based and open to any organisation within the industry - large or small - sharing this intent, whether client, permanent works designer, principal contractor, temporary works designer, proprietary equipment supplier, specialist, industry body or academia.

The TWf's primary objectives with respect to temporary works are to:

- give authoritative guidance and when required professional leadership to the industry;
- consider aspects of permanent works and interfaces between permanent works and temporary works as are relevant;
- consider both current practice and likely development;
- be aware of trends and innovations in design, construction and use.

Its aims and objectives can be found here, <https://bit.ly/3R5t3Q7>

The forum seeks to be an advocate and recognized authority on temporary works and construction method design, working to raise standards and awareness across the construction sector.

TWf is a not-for-profit company established for the benefit of the construction industry (Temporary Works Forum Ltd., Company number 7525376).

For general information about the TWf see www.twforum.org.uk, LinkedIn and Twitter (@TempWorksForum).

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Candidate specification:

The successful candidate will be able to demonstrate the following:

Criteria	Essential	Desirable
<ul style="list-style-type: none">Chartered Engineer (ICE or IStructE) <i>e.g. a similar construction-related engineering discipline will be considered</i>		✓
<ul style="list-style-type: none">Good general knowledge of temporary works from a technical and management perspective		✓
<ul style="list-style-type: none">Excellent written and verbal communication skills <i>e.g. ability to write and/or edit technical documentation and other communications</i>	✓	
<ul style="list-style-type: none">Personal desire, motivation and commitment	✓	
<ul style="list-style-type: none">Demonstrable knowledge of relevant occupational safety legislation		✓
<ul style="list-style-type: none">Competent communicator with interpersonal skills necessary to interface with members and other organisations at a senior level	✓	
<ul style="list-style-type: none">Belief in the aim and objectives of the forum	✓	
<ul style="list-style-type: none">Ability to deliver presentations to small audience or large	✓	
<ul style="list-style-type: none">Demonstrable team leadership and negotiation skills	✓	
<ul style="list-style-type: none">IT: Good working knowledge of Microsoft Office, esp. Word and Excel; databases; Communities, etc.	✓	
<ul style="list-style-type: none">Knowledge of social media		✓
<ul style="list-style-type: none">Excellent time management skills	✓	
<ul style="list-style-type: none">An open mind and a great sense of humour		✓
<ul style="list-style-type: none">Commercial understanding, including accounting and book-keeping <i>Some knowledge of Xero would be desirable</i>		✓

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Successful applicants **will be expected to demonstrate the essential skills** above at interview stage.

Probationary period 6-months

Notice period 6-months (1-month during probation)

Specific duties: See **TW22.078** (Part 2)

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Application details:

Send your **CV, a covering letter and a brief statement** (< 250 words) outlining your suitability for the position to:

Post: David Thomas, Director and Secretary
c/o 31, Westmorland Road, Sale, Cheshire, M33 3QX

Email: secretary@twforum.org.uk (Headed "Operations Director")

Closing Date: 31st October 2022

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