



**Temporary Works
forum**

Promoting best practice in
the construction industry.

TW22.078, Part 2 (14.10.22)

Temporary Works Forum (TWf)

Job Title: Operations Director

Specific duties (indicative)

Flexibility and initiative are expected to adapt to the needs of a growing organisation and to meet its Articles of Association (**TW14.092**) and Aims & Objectives (**TW14.041**). Accordingly, the following duties are indicative.

The board intends to establish:

- a group of non-executive directors (from different industry sectors and roles) in order to provide it with advice; and
- a group of technical experts who can advise it on different areas of temporary works specialisms.

The board currently envisage that:

- book-keeping will be outsourced;
- social media is outsourced already (to be reviewed);
- a part time administrator will be appointed, circa three days per week, flexible working (the existing administrator is retiring).

1 Role: Companies House and Finance

1.1 Companies House

TWf is a company limited by guarantee

- there are formal Articles related to the business

Keep records up to date, viz.

- directors
- confirmation statement
- statutory accounts (in conjunction with the Accountant)

Pay any fees

1.2 Accountant

Liaise with the Accountant:

- Payroll and pension
- Statutory accounts and audit

NOTE:

TWf is not registered for VAT. Subscription income is not subject to Corporation Tax

1.3 Insurances

Arrange insurances (and advise directors).

- D&O
- PI
- EL, etc.

1.4 Payroll

To:

- Authorise hours, e.g. administrator
- Liaise with Accountant
- Manage relevant payments via BACS, including HMRC

NOTE:

Cheques (if used) to be signed by two directors

1.5 Management accounts

To:

- Track the spend against budget
- Assess the year-end position, e.g. forecast
- Report to board at meetings

NOTE

*Book-keeping to be **outsourced**, payment of suppliers, subscription invoices and receipts, bank account reconciliation, etc.*

NOTE:

Xero accounting software package is used

1.6 Cost Plan

To:

- Monitor expenditure
- Propose draft budget for the next financial year (Q3)
- Finalise budget (Q1) to reflect aims, projects, meetings, etc.

NOTE:

A reserve is maintained (as agreed by the board)



1.7 Managed accounts and book-keeping

To:

- Manage this function (to be outsourced), e.g. payment of suppliers, subscription invoices and receipts, bank account reconciliation, purchase orders, etc.
- Ensure that appropriate procedures are in place
- Approve expenditure and expenses

1.8 Procedures

To:

- Maintain, follow and update the procedures (as required and appropriate)
- Maintain a document register – *along with the TWf Administrator*

1.9 Board

To:

- Arrange board meetings (three per year, normally)
- Circulate papers and prepare minutes
- Monitor actions (and liaise with directors)
- Keep directors informed of key issues
- Agree budget and annual subscription fee

NOTE:

The Board has a set of 'Aims and Objectives'

2. Role: Involvement with others

2.1 External organisations

To:

- Maintain and develop links with other organisations, e.g. HSE, ONR, ICE, IStructE, CPA, CITB, etc.
- Seek opportunities to collaborate with other organisations, e.g. BCSA, AGS, BTS, etc.

NOTE:

Some organisations, e.g. HSE, may be "invited" members



2.2 BSI

To:

- Represent TWf on BSI Committees, where invited (and/or coordinate appropriate representation by members)
- Respond to DPCs, as appropriate (and seeking collective input members, where possible)
- Look out for additional opportunities to provide TWf representation on relevant technical committees
- Liaise with TWf and/or its representatives

3. Research

3.1 TWf Academic Research and Scholarship Fund

To:

- Administer the research fund, e.g. advertise, promote, process applications, make awards (in conjunction with the board)
- Liaise with those awarded funding (along with the named member) to review progress
- Ensure agreements for funding are in place
- Publish research findings on TWf website, periodically

3.2 Universities

To:

- Encourage links between members and universities
- Encourage research into temporary works-related issues
- Provide support any working group(s)

4. Role: Website (Higher Logic Platform)

NOTE: Platform and website provision to be reviewed.

To ensure and/or manage:

4.1 Background

To:

- Maintain the Higher Logic Platform (or similar)
- Administer and run the working groups (through closed communities)



- Administer 'open' communities and any discussion posts (not moderated)
- Maintain the "TWf All-Member Community" (not moderated)
- Keep the website up to date, e.g. guidance, information sheets, etc.
- Advertise meeting dates (and "Events")
- Use "Events" to register meeting attendees

4.2 Domain

To:

- Ensure domain name is maintained
NOTE: Payment of fee(s), etc. to be outsourced

4.3 Hosting & Maintenance etc.

To:

- Pay the fees for the Higher Logic platform
NOTE: Payment of fee(s), etc. to be outsourced
- Respond to member queries – *TWf Administrator*
- Submit queries to the helpdesk (as required) – *TWf Administrator*

4.4 New Members

To:

- Set up new companies (TWf Administrator)
- Maintain a list of companies
- List of Members and Registrants (in Higher Logic)

NOTE:

The list of member companies is maintained in a separate Excel spreadsheet, currently Invoicing is undertaken through the Xero accountancy package

4.5 Social media

To:

- Manage outputs on LinkedIn and Twitter - *outsourced, currently*
- Guardian of the logo and branding

5. Role: Quarterly meetings

To:

- Arrange four quarterly meetings (online, where necessary)
- Arrange the AGM (Q2): see Articles of Association (and Procedures)



- Arrange speakers
- Set up video link between venues, as required
- Send out agenda and papers (including Secretary's quarterly update)
- Take minutes (TWf Administrator) and send out
- Follow up on any 'actions'
- Record meetings and place video footage in the members' area

6. Role: Technical subjects

6.1 General

To:

- Look out for topic of interest (generally come from members)
- Prepare Information Sheets, as appropriate
- Keep previous guidance, etc, under review (periodic)
- Maintain a document register
- Endeavour to keep up with developments in the temporary works industry

6.2 Working Groups

To:

- Identify and procure paid author(s), preferably – *this may not always be possible*
- Establish and support steering group(s), preferably (and/or working group(s))
- Be the guardian of TWf's outputs – *a quality function, both technical and editorial*
- Review drafts
- Liaise with the publisher (and proof-read drafts) – *unless this rests with the paid author (in which case, a detailed specification needs to be developed)*
- Ensure copyright issues are addressed, if required
- Support the paid author and/or convenor as much as possible
- Liaise with external other organisations (as relevant)
- Ensure that member consultation(s) are undertaken, as required
- Review published guidance, periodically – *in conjunction with member(s), as required*



7. Role: Registrants

To:

- Manage the maintenance of a list of “Registrants” – *those who do not pay a subscription but have expressed an interest in temporary works*
- Prepare and sent out periodic news updates

8. Role: members

To:

- Seek to grow membership
- Manage a list of members
- Respond to members queries and/or direct and coordinate a response through members(s), director(s) etc. – as appropriate
- Respond to membership enquiries (*TWf Administrator*)
- List membership enquiries (*TWf Administrator*)
- Administer the Membership Referral Scheme (*TWf Administrator*)

9. Subscriptions

To:

- Manage the issue membership invoices and receipts (outsourced) – *new applications processed by TWf Administrator*

10. General Duties:

To:

- adhere to company policies and procedures
- promote the company aims and objectives
- communicate well with everyone
- always uphold and enhance the name and reputation of the forum and conduct oneself in a professional and dignified manner
- declare any conflict of interest to the board, as soon as is possible

NOTE:

This list is indicative (and not exhaustive)

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