

## Job Overview:

### Temporary Works Coordinator

<b>Job Title:</b> Temporary Works Coordinator	<b>Location:</b> Slough	<b>Company:</b> Gratte Brothers Limited (GBL)
<b>Reporting to:</b> HSEQ Director	<b>Key Stakeholders/Responsible For:</b> Site team Design team HSEQ	

#### Job Purpose:

To oversee all Temporary works and manage the process for documentation and ensure all legislative requirements are met on the Slough site where GBL is Principal Contractor.

#### Key Areas of Responsibility:

- Co-ordination of temporary works (TW) between site teams and designers.
- Review of TW design briefs prepared by site teams.
- Issue of approved briefs to framework designers.
- Management of designs to ensure requirements are met and appropriate levels of checking are carried out.
- Ensure implementation on site follows approved and checked designs.
- Site inspections and issue of TW Permits.
- Demonstrate a personal commitment to the safety and health framework, policies and management system requirements and expectation.
- Develop and maintain an awareness of SHE hazards and associated risks and demonstrate a commitment to eliminate or minimise those risks.
- Understand and effectively undertake SHE accountability.
- Manage design developments till approval and implementation.

- Liaise with different designers simultaneously.
- Obtaining of relevant certificates and approvals by relevant bodies, designers, client.
- Manage and coordinate Temporary Works Supervisors.
- Comply with commercial processes.
- Ensure compliance with all relevant legal and regulatory requirements and all relevant Company and Joint Venture policies and processes.

*This is a broad overview of the position and does not encompass all aspects of the role.  
Gratte Brothers are an equal opportunities employer and welcome applications from all.*

**Knowledge & Experience:**

- Possess a Temporary Works Coordinator certificate.
- Experience of producing TWC documentation.
- Experience of auditing ongoing TWC works.
- Current CSCS card holder.
- Experience of working on a construction site.
- Experience relating to the management of processes.

**Attributes & Skills:**

- Communication skills.
- People management.
- Keen eye for detail.
- Process driven.
- Ability to maintain and update documentation.

**Qualifications:**

- CSCS card-holder.
- TWC certification.
- SSSTS or SMSTS.
- 3-day First Aid.