# Job Description:
# Works Control Team Member

| Function: | HSEQ |
|---|---|
| Job: | Works Control Team Member |
| Position: | Works Controller |
| Job holder: | |
| Date (in job since): | |
| Immediate manager (N+1 Job title and name): | Works Control Manager |
| Additional reporting line to: | HSEQ Manager |
| Position location: | London |

## 1. Purpose of the Job

The Works Control Team is primarily responsible for coordinating and authorising work to take place at site.

As a team member you will be responsible for coordinating work and de-conflicting work activities, ensuring work is adequately planned and known risks are captured and mitigated by a contractor where they cannot be eliminated.

You will ensure that roles, arrangements and equipment is in place on the day of work so the SSoW provided by the contractor is deemed to be achievable prior to them starting work.

The Works Control Team member will be responsible for reviewing SSoW documentation and ensuring the appropriate authorisation documentation is raised and the associated resources required by the process are in place.

## 2. Dimensions

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

| Characteristics | ▪ Shell only |
|---|---|
| | ▪ Multi regional |
| | ▪ Matrix operating platform |

## 3. Organisation chart

TBC

## 4. Main assignments

The main responsibilities:
- Review and authorise submitted site work requests, including the review of all relevant associated risk assessments and planned works method statements.
- Ensure hazards and associated control measures are detailed in RAMS by a contractor and that the equipment and correct resources are in place.
- Ensure that all other tasks associated with the job are confirmed, e.g. access and egress routes, methods of transporting tools and materials, etc.
- Ensure all contractors planning to work on site are approved, competent and have all the necessary evidence required on submission of their request.
- Carryout host training with team members that require it, covering the works control process for the site.
- Carryout contractors site inductions, including giving short safety brief and showing them safety video.
- Attend Project Coordination meetings and participate as required.
- Complete safety walks and stop shift audits, ensuring planned works are being completed in line with the submitted risk assessments and method statements.
- Collect data of issued Work Management Forms, Inductions, Host trainings, stop shift audits, Permit to Works and record them on internal systems.
- Ensure that the work performed by the contractors are in compliant with the works control process.
- Actively liaise with site Authorised Persons (AP's) to ensure high-risk activities are carried out safely and the correct permits are issued.
- Work closely with HSE team and support them on providing documentations. E.g. supporting on investigations of near misses and incidents.
- Have basic knowledge on Word, Excel, PowerPoint and Outlook to run daily office works.
- Have good communication and good soft skills to deal with contractors, client and colleagues.

## 5. Accountabilities

- Get familiar with the Works Control Process and all forms associated with the process. E.g., approval of Work Management Forms, Permits to Work Forms etc.
- Become competent in the use of the e-Permit system to record and manage all works on site.
- Create positive and proactive working relationships with the Sodexo team, the client team and contractors.
- Complete all mandatory site trainings required by Shell and Sodexo. E.g., Site induction and online trainings.

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

- Previous experience in a similar role
- National H&S qualification (NVQ Level 4 or NEBOSH General Certificate or equivalent) desirable.
- A good knowledge of current H&S legislation
- Experience within a Hard FM/ M&E environment A good knowledge of engineering and engineering process.
- A qualification in an engineering discipline is desirable (Mechanical, electrical etc.)
- Competent with Microsoft software packages
- Good organisational / communication skills to produce concise information
- Ability to prioritise, work to tight deadlines, both prescribed and self-imposed
- Ability to establish and maintain good working relationships at all levels
- Self-motivated and able to drive behaviour to motivate others

Other relevant information:
- To attend meetings and training courses as requested
- The job description is intended to give the post holder an appreciation of the role envisaged and the range of duties and responsibilities to be undertaken, it does not attempt to detail every activity.
- Specific tasks and objectives will be agreed with the post holder at regular intervals.
- The post holder will be required at all times to perform any other reasonable task, as requested by the Line manager in order to meet the operational need of the business.

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

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|---|---|
| ■ Growth, Client & Customer Satisfaction / Quality of Services provided | ■ Innovation and Change |
| ■ Rigorous management of results | ■ Brand Notoriety |
| ■ Leadership and People Management | ■ Planning and Organising |
| ■ Analysis and Decision Making | |
| ■ Industry Acumen | |

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### 8. Management Approval – To be completed by document owner

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|---|---|---|---|
| Version | | Date | |
| Document Owner | | | |