

# Job Description

<b>Job title</b>	Clark of Works (Permit to Work)	<b>Date</b> November 2025
<b>Reports to (title)</b>	Technical Delivery Manager	
<b>Contract/Department</b>	GSK	<b>Revision</b> V1
<b>Location</b>	Stevenage	

## Job purpose

Describe the overall purpose of the job in two or three sentences.

Working as part of the operational team; The Clerk of Works (Permit to work) will deliver insightful expertise in support of the client, projects & operational teams. They will be appointed to oversee permit approval and quality of work for all project related work ensuring work is executed to the highest safety standards.

The Clerk of Works (C of W) main responsibility is to act as the approver for all project related work whilst ensuring that the client's permit to work process is adhered to.

The C of W will be located on site and will liaise closely with contractors' staff and have responsibility for ensuring the safe system of works is adhered to by the workforce for the duration of any given project and will remain independent, to work in the best interest of the client and employer

## Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Ensure compliance with the Permit to work approval process ensuring all documents are in place and signed when required.
- Act as permit approver for all project related work on site that falls under EMCOR remit
- Liaising closely with EHS, Project and Engineering teams to ensure project timelines are met
- Attend any project meetings, walkdowns and handovers as required as part of the permit and HoP process
- Conduct both desk & field permit to work reviews where appropriate.
- Be able to support with any site audits.
- Assist the Operation team by attending Client meetings as and when required.
- Forge professional working relationships with the client, EHS Team and Operations.
- Communicate with EMCOR internal stakeholders ensuring they are fully updated with progress on new and existing projects in areas under their remit.
- Comply with all relevant Health and Safety procedures, ensuring the requirements of Health and Safety at Work act and Environmental legislation are met at all times and records maintained.
- Support with toolbox talks.

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- Support EMCOR FM team ensuring areas under their control adhere to expected site standards
- Advise on any Continuous Improvement Plan opportunities for the contract.
- Works to be developed to meet all relevant British Standards and specific site rules and procedures.
- Conduct random Safety tours to ensure compliance.
- Be prepared to support EMCOR permit issuers as required with any additional requirements required to meet statutory requirements on the contract.
- Be prepared to support other contract sites as required by the Technical Delivery Manager
- Take prompt action to correct any shortfalls which may be reported by either the client or from company audits.
- Encourage a continuous improvement culture so that the contract does not stagnate

## Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

**No direct reports**

## Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Knowledge of health and safety in a construction and facilities management environment
- IOSH Certificate required, working towards considered.
- Experience of working in a pharmaceutical environment an advantage
- Experience of permit to work systems.
- Experience in a client facing role and being able to manage and ensure compliance with EMCOR and client processes and procedures

## Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

# Job Description

- Travel may be required to Harlow and Addenbrookes sites
- Site based role

<b>Line Manager Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

<b>Job Holder Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	