



## Job Description

<b>Job Title:</b>	Office Manager
<b>Salary</b>	£25-27K + benefits depending on experience
<b>Location:</b>	Wood Centre for Innovation, Stansfeld Park, Headington, OX3 8SB
<b>Responsible to:</b>	Head of Finance & Administration
<b>Working Arrangements:</b>	Full time (37.5 hours). No overtime paid but time in lieu.
<b>Holiday:</b>	25 days per annum Pro Rata. The holiday year is Jan - Dec

### **Background information**

*The Oxford Trust*, established in 1985, is a leading charity focussed on encouraging the pursuit of science and enterprise.

Our mission is to **encourage the pursuit of science and enterprise**. We create, develop and deliver programmes across three key objectives:

- **Enterprise –To support the innovation ecosystem in Oxfordshire**
- **Education – To inspire young people about science, technology, engineering and maths.**
- **Engagement – To encourage people of all ages to engage with how scientific research impacts on their lives.**

The Trust's enterprise activities are operated under this parent band whilst its education and engagement programmes are delivered under our public facing **Science Oxford** brand.

We invest in activities, projects and programmes of work and partner with like-minded organisations that can help us deliver our mission and meet our three objectives.

- The Trust's principle operating office is based within the Wood Centre for Innovation (WCFI) at our new Stansfeld Park development in Headington – an 18-acre site that is also home to the Science Oxford Centre.
- The Trust retains its registered office at our Oxford Centre for Innovation (OCFI) in central Oxford which also contains our 'Make Oxford' digital fabrication facility and a dedicated office for use by the Trust and its staff.
- The new Science Oxford Centre will fully open in Autumn 2019 for visiting primary schools, family groups and associated activities.



- The organisation is run by a Board of Trustees all of whom hold, or have held, leading roles in business, education or the sciences.
- The position of Office Manager is one of 23 full and part-time posts currently employed by the Trust.

### **The Role**

We are looking for someone to join our team who has outstanding organisational, administrative, interpersonal and communication skills; who is able to work efficiently under pressure, and exercise a high level of discretion and confidentiality.

- The Office Manager will provide a comprehensive range of high quality administrative support within the Trust's busy office to ensure that all aspects of our day-to-day activities operate efficiently and effectively.
- The Office Manager will report directly to the Head of Finance & Administration
- Along with exceptional organisational skills, the post holder will be a self-starter, comfortable working independently and as part of a team, with a strong drive and energy to help support the Trust's ambitious goals.

### **Detailed Job Description**

#### **Key Tasks:**

##### **1. Day to day operations:**

Primarily focussed on the Trust's activities in Headington the position will also provide some resources for city centre employees at our Oxford Centre for Innovation (OCFI)

- To deal with general enquiries from clients, partner organisations and supporters received by telephone, email and face to face.
- To meet and greet all visitors to the office with a friendly and professional approach.
- To order and maintain stationery and office supplies.
- To oversee incoming and outgoing post and courier deliveries.
- To operate and maintain (electronic and hard copies) an effective system for filing of all documents, ensuring that all legal data record requirements are maintained.
- To manage the development of good administrative practice across the organisation including maintaining and developing procedures, records and systems.
- To organise meetings on behalf of the **senior management team** (SMT).

- To undertake the role of First Aider, Fire Marshall and to take the lead on all office health and safety issues.
- To review and update health and safety policies and ensure they're observed.
- To check that data protection laws are being adhered to in relation to the storage of data, and review and update policies.
- To arrange regular testing for electrical equipment and safety devices.
- To undertake any other duties as may reasonably be required.

## 2. HR

- To oversee the recruitment of new staff, sometimes including training and induction.
- To assist in ensuring that the Trust has suitable and robust **HR and Health & Safety** policies and procedures.
- To update and maintain **Breathe HR system**, record annual and sick leaves and keep all HR files up to date within the system.
- To work within the policies and procedures of the Trust and apply consistent principles of diversity and equal opportunities throughout the work of the charity.

## 3. Financials

- To support the **Head of Finance** in the day to day financial management keeping ledgers up to date and providing support in credit control.
- To manage the petty cash system.

## 4. Information Technology

- To support, where appropriate, users of the organisations IT platforms and liaise with service providers.

## **General management**

Like everyone else, the Office Manager must **take responsibility for their own personal management and development** and **manage physical resources effectively**, including:

- Responsibility for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the health and safety policy.
- Ensuring that the Trust's equal opportunities policies are followed and actively practice social inclusion within own area of service.
- Reading and responding to the organisations communications and information when disseminated.
- Ensuring that all resources (including IT hardware and software) are used safely, legally and efficiently.
- Complying with standing orders, financial regulations and all other Trust policies and systems for ensuring financial probity

This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post-holder) subject to the needs of the Charity, and in keeping with the general profile of this post.

**Job Title:**

**Office Manager**

**WORK EXPERIENCE, SKILLS, KNOWLEDGE & BEHAVIOURS**

**Essential requirements:**

- Educated to A-Level standard or equivalent.
- 2 years + office management experience
- Highly competent with Microsoft Office
- Exceptional time management skills

***Preferred Skills and Knowledge***

- Degree or other relevant qualifications an advantage but not essential.
- Excellent communication skills.
- Excellent interpersonal skills
- Excellent organisational skills (i.e. ability to undertake work programmes to meet deadlines).
- Experience in Credit Control and accounting software.
- Strong team working skills demonstrating sensitivity to others' views and ability to show consideration and empathy.

***Preferred Behaviours***

- A team player who can contribute and shape ideas
- A self-motivator who can plan effectively own work schedule using own initiative, to work flexibly and deliver to deadlines.
- Able to build excellent working relationships between the breadth of colleagues, partners and stakeholders.
- Proactive with the ability to work with a team within a changing environment and maintain a positive outlook in the face of pressure.
- Highly customer focused.
- Demonstrate the Trust's values with a high level of commitment to the organisation.