

Job description - Office Manager (PB5)

Job summary

You will be responsible for managing two main office sites, making sure buildings are safe, compliant and run smoothly day to day. This includes handling building issues, co-ordinating contractors, and keeping accurate records.

You'll lead the Business Support team, supporting their performance and development and help improve processes. You'll also work closely with finance colleagues and take part in wider team discussions to support overall operations.

Key responsibilities & accountabilities

- primary point of contact for 2 of the key offices in the region, responsible for managing the building and front of house, coordinating building-related activities and overseeing compliance
- responsible for ensuring all relevant statutory tasks are delivered on time and to a high standard - including fire safety, electrical safety, security, and building safety
- responsible for maintaining accurate records to ensure compliance with audit, compliance or incident management
- primary point of contact for incident or building issues, managing contractor and stakeholder access, maintaining a safe and secure environment and coordinating building use and occupation
- manage and develop the Business Support team, ensuring performance management, learning and development, and wellbeing are managed in line with organisational policies
- promote a culture of continuous improvement, encouraging innovation and efficiency in systems and processes
- work closely with the Finance Manager to ensure effective collaboration, resilience, and cross-team support
- actively contribute as a member of the District Business Support Team, representing Support Services in meetings and decision-making forums
- flexibility to respond to day-to-day operational needs where required

Health, Safety and Wellbeing

- champion a positive health, safety, and wellbeing culture across the District, leading by example
- oversee the coordination and delivery of health and safety support to operational teams
- ensure compliance with all relevant health and safety policies, procedures, and legal requirements

Financial Management

- manage the Support Services budget for the District, ensuring effective planning, monitoring, and control of expenditure
- ensure compliance with all financial procedures, policies, and governance requirements
- identify opportunities for cost efficiencies and value for money

The duties of this post require the applicant to travel between office sites. You will therefore need to hold a full current driving licence that enables you to drive in the UK. We are willing to consider any proposals put forward by applicants that would allow them to do the job by any other means.

And any other tasks, reasonably requested by your line manager.

Skills, knowledge & experience

Essential professional and technical experience

- managing a team in an administrative, office management or business support environment
- managing and developing staff and building team capability
- managing budgets and monitoring expenditure
- working collaboratively across teams and functions to deliver shared objectives
- knowledge of health and safety responsibilities within a workplace environment
- strong communication and interpersonal skills, with the ability to build effective working relationships at all levels
- competent in IT systems, including Microsoft Office and business management systems