



VACANCY

Office Manager

Salary between £28,000 and £32,000 dependant on the expertise and experience the successful candidate brings to the job.

The Institute

The Institute for Employment Studies (IES) is an independent, apolitical, centre of research and consultancy in employment policy and human resource issues. We work closely with employers in the manufacturing, service and public sectors, government departments, agencies, and professional and employee bodies. Based in Brighton, the Institute is a not-for-profit organisation (company limited by guarantee) and a registered charity with around 50 multidisciplinary staff. Our turnover is in the region of £3 million a year.

The role

The Office Manager is a key role assisting the Director of Finance and Resources, in the delivery of a high quality and continuously improving service. The post is part-time with a minimum expectation of working in the office between Tuesday and Thursday.

Office responsibilities

- To create and maintain a professional and efficient office environment.
- Support IES staff as needed with IT issues – prioritise and escalate issues with Third Party IT Provider, maintain snagging list to recognise common/repeating issues, provide training
- To source manage and maintain all IES equipment and be the main point of contact for staff equipment queries
- To take responsibility for all day-to-day issues within the office, facilitating meetings and assisting remote workers, liaising with the managing agents, contractors and other visitors
- Take responsibility for IES health and safety compliance, DSE assessments, office induction and equipment set up
- Be an active member of the internal 'Better Use of Technology' Working Group

Admin Support

- To provide Finance, HR and general office admin assistance
- To work with the Director of Finance and Resources to ensure IES's policies and procedures are kept up to date and communicated effectively in line with organisational developments and changes in legislation, advocating a best practice approach wherever possible
- Assist the Director Finance and Resources with monitoring IT and data protection compliance throughout the organisation, ensuring secure data storage, transfers, archiving and deletion
- Assist with provision of IT and Finance information for Tender applications
- Assist Director Finance and Resources with improvements in, and ongoing maintenance of relevant areas of IES Intranet
- To manage and maintain the IES Forward Utilisation file and process
- To manage the IES Consultant process, sending out consultant packs, gathering forms and contracts and populating and updating consultant spreadsheet
- Undertaking reasonable additional tasks as required.

Person Specification

Job-related knowledge, skills and abilities

The successful candidate will have:

- Good organisational skills; able to identify all key steps and resources needed to complete a task
- Good knowledge and understanding of IT systems
- Experience of and ability to use Microsoft Outlook, Word, Excel, SharePoint and PowerPoint
- Excellent use of English and ability to proofread, write and update IES policy documents
- Experience of working in a service department, of clarifying requirements and expectations when delivering a service and of ensuring that service users are kept informed of any issues that may affect delivery to the agreed deadline
- Reliable and adaptable, able to respond to changing priorities
- Able to work on own initiative with accuracy and attention to detail
- Prepared to suggest improvements to current ways of doing things

- The ability to work effectively with a wide range of people at the Institute and our partners/ suppliers

Qualifications

- Qualifications in, or experience of administrative work and basic IT support within an office environment

What we offer you

- Salary is between £28,000 and £32,000 FTE depending on skills and experience

In addition, we offer:

- a salary supplement, depending on the Institute's financial performance;
- a contributory career-average defined-benefit pension scheme (USS), to which IES pays a monthly contribution of 21.6 per cent of basic salary and staff pay 9.8 per cent;
- 27 days' annual leave plus four Christmas closure days and bank holidays;
- An employee assistance programme and occupational health support.

The post will be based in our office in central Brighton, although we work in a hybrid way and support flexible working.

The Institute for Employment Studies is a registered charity (no. 258390). IES seeks to be an equal opportunities employer.

Our research and practice are guided by our values and our staff act in accordance with these. Our values centre on: respecting others, acting with integrity, collaboration, curiosity, excellence and compassion.

How to apply

Candidates should submit a full CV with a covering letter explaining their interest in the post and highlighting how they meet the criteria. Please also complete an Equal Opportunities Monitoring Form which can be downloaded from the vacancy page of the IES website, found here: <http://www.employment-studies.co.uk/vacancies>.

Please return your CV, covering letter and equal opportunities monitoring form to: careers@employment-studies.co.uk or post to Careers, IES, City Gate, 185 Dyke Road, Brighton BN3 1TL (Telephone: 01273 763456).

Closing date for applications: Tuesday 21 March 2023, midday

Because of the nature of our work, appointments will be subject to a report from the Disclosure and Barring Service (DBS) or Disclosure Scotland.

The Institute for Employment Studies is actively seeking to improve the diversity of our workforce and welcomes applications from all under-represented communities and groups. We

are particularly keen to attract ethnic minority candidates given their under-representation within applied social research. We are a Disability Confident Employer and are happy to make reasonable adjustments to accommodate the individual requirements of candidates with disabilities.

The Institute for Employment Studies encourages career development at all ages. Join us and work for an employer that values your experience. #AgeFriendlyEmployer

We are committed to supporting our staff at every stage of their career. That's why we have signed up to the Menopause Workplace Pledge. Find out more about this campaign from the charity [Wellbeing of Women](#).



We're an
**Age-friendly
Employer**

