

Assistant Office Manager Job Description

Job title:	Assistant Office Manager
Reporting to:	Office Manager
Location:	Central London, Monument
Date advertised:	Wednesday 1 March 2017
Contract Type:	Temporary 6 month contract with possible extension
Job Description reviewed:	February 2017

Organisation

Salix Finance is an independent not for profit company established to accelerate public sector investment in energy efficiency technologies. Salix is publically funded by BEIS, DfE, and the Welsh and Scottish Governments, and is working with public sector bodies throughout the UK, helping them make progress towards achieving their carbon reduction target. The existing client base includes Local Authorities, NHS Trusts and Foundation Trusts, Higher and Further Education institutions, Schools and Academies, Central Government and Emergency Services. Since 2004, Salix has worked with over 1,690 clients and more than 14,400 individual projects saving the public sector over £116 million and 613,000 tonnes of CO₂ each year. The Salix office is based near Monument Tube. Currently there are 40 staff working for Salix.

Job Purpose

The role is varied and supports the Office Manager covering the day to day running of the office, assisting with the IT function, staff administration, management of contractors and purchasing. The role assists the HR function including updating the HR online system and contributes to all aspects of recruitment, handling employee relations, training and development and supporting staff IT needs.

The role also supports the Chief Executive. This includes administering meetings, document preparation, managing internal communications and diary management.

Key Responsibilities & Duties**General Office Duties**

- Organising meetings and arranging appointments
- Typing of reports and other documents
- Taking and typing up minutes from meetings for circulation
- Booking transport and accommodation
- Dealing with correspondence
- Maintenance of the office arranging necessary repairs
- Provide general support for visitors
- Address employees queries regarding office management issues such as IT hardware, travel arrangements etc
- Health and safety inc planning annual PAT testing of electrical equipment
- Maintain and replenish office stock (kitchen supplies, stationary etc)
- Photocopying, filing and archiving
- Organising couriers
- Ordering and purchasing catering for meetings
- Preparing refreshments for meetings of the Salix Board
- Organising of in-house and off-site staff events
- Other general administration duties

HR & Payroll

- Assist with preparing and researching training
- Assisting finance with administration for payroll and pensions
- Maintain and update the online HR system
- Assist with paperwork for interviews and new employees

- Assist with induction programme for new employees
- Ensure that end of probation meetings take place and relevant paperwork is completed and links with payroll

IT

- First line contact for any IT issues staff experience (e.g. phones, mobiles, computer issues)
- Assist with printer maintenance
- Preparation and maintenance of IT equipment for meetings (laptops and projectors)
- Updating the email control panel

Person Specification

- See Appendix 1

Salary

£25k during probationary period

£25.5k after successful probationary period

£26k after one year

Rising to £29k

Employee Benefits

- 28 days annual leave
- Cycle to work scheme
- Contributory Pension scheme
- Employee support with public transport costs
- Supported training budget for staff

Appointment Process

Salix operates a probationary period for all new staff. This ensures people joining Salix can find out that the job meets their expectations and that Salix can support each member of staff in their role. This is on a fixed term 3 month probationary contract. Successful completion of the probationary period will lead to an offer of employment contract. If the successful candidate is currently employed by Salix there is no requirement to complete a second probationary period.

Candidates must demonstrate that they meet the qualifications, experience, skills and abilities listed in the Person Specification. In order that candidates focus on the experience, skills and abilities in the Person Specification ten specific areas have been highlighted. Candidates should focus on these ten points in their written statement which should be no more than 1,500 words. Other aspects of the Person Specification will be evidenced from your CV, additional testing if longlisted and the final interview. See appendix 1 for the person specification.

Appointment Timetable

The position has been advertised on Wednesday 1 March 2017 and Salix accepts applications from this date

The last date for applications is Thursday 23 March 2017, midnight

Shortlisting will be completed by Thursday 30 March 2017

Interview will be on Tuesday 4 April and Wednesday 5 April 2017

If you wish to apply for this role please submit the following to HR@salixfinance.co.uk:

1. An up to date CV
2. A statement of no more than 1,500 words to show how you match the key criteria highlighted in green on the Person Specification.
3. Equality monitoring form (available at <http://salixfinance.co.uk/about-us/vacancies>)

Candidates that do not submit the full list of documentation above will not be contacted to be reminded of this
All applicants must have the right to work in the UK and documentation is checked.

Appendix 1 - PERSON SPECIFICATION

CRITERIA	DESCRIPTION	ESSENTIAL	ASSESSED BY
QUALIFICATIONS	• * Degree or equivalent professionally relevant qualification	E	AF
	• Evidence of recent professional development	E	AF
EXPERIENCE	• * Relevant work experience in similar role	E	AF/I
	• Strong people management experience both staff & customers	E	AF/I
	• * Experience communicating with suppliers and partners such as IT consultants, serviced office providers	E	AF/I
	• Experience in providing advice and support to managers and employees	E	AF/I
	• * Customer service experience and experience in taking telephone enquires	E	AF/I
	• * Experience working with HR paperwork maintaining confidentiality	E	AF/I
	• * Experience in fixing and maintaining office equipment such as printers, projectors and other general IT issues	E	AF/I
	• * Good IT skills, including all Microsoft Office Programmes the internet and the ability to create electronic documents	E	AF/I
	• Ability to work flexibly and proactively within a small team	E	AF/I
	SKILLS AND ABILITIES	• Ability to manage, prioritise and deliver a number of projects and work programmes within timescale	E
• Communicates effectively, confidently and assertively both in writing and when speaking		E	AF/I
• Fosters collaborative and co-ordinated working across teams and in partnership with other organisations		E	AF/I
• Presents a credible and positive image both internally and externally		E	AF/I
• Good level of numeracy		E	AF/I
• * Ability to manage the Chief Executives diary ensuring close attention to detail		E	AF/I
• * Ability to maintain privacy and confidentiality		E	AF/I
• Effective time management and ability to set realistic timescales for work delivery		E	AF/I
• Self-motivated and good organisational skills		E	AF/I
• Good interpersonal skills		E	I
• Ability to effectively contribute at meetings and events participation		E	AF/I
• Willingness to travel		E	AF/I
• Ability to make decisions that demonstrate commitment to Salix's corporate strategy		E	AF/I
• Demonstrate and understand equal opportunities		E	AF/I
• * Willingness to learn and commitment to personal development and training		E	AF
• Interest and ability in expanding knowledge of HR procedures		E	AF/I

Key AF= Application form, I=Interview, T= Test, P=Presentation ***ABC=** Key criteria

Revised – February 2017