
Job Description: Office & HR Manager

Job Title: Office & HR Manager
Job Level: Programme Specialist (PS)
Line manager: Finance Director (FD)
Location: Oxford

This Job Description is intended to identify the key responsibilities of an Office & HR Manager. Any specific responsibilities within projects will be set out in separate Role Descriptions.

Overall Purpose

The Office & HR Manager is responsible for providing proactive and efficient office management support, ensuring the smooth and efficient operation of the organisation including HR, governance, office and health and safety administration. Establishing and managing relationships, both internally and externally is a key element of this job as well as possibly managing staff. This post may also be expected to deliver administrative and project management support to the Executive Director (ED).

Key Responsibilities

Office Management:

- Provide overall office management and administration in a proactive, efficient and effective manner
- Ensure staff have the appropriate equipment and tools to best perform their roles, including the provision of mobile phones, office furniture, stationery etc
- Be the main contact with the Landlord's agent in regard to the office premises, fire drills, general maintenance, provision of all utilities etc.
- Ensure all health and safety legislation and procedures are in place and up to date
- Ensure GDPR compliance and act as the data protection leader
- Assist in maintaining our relationships with travel, accommodation and visa agencies and be involved in bookings where necessary and in accordance with our travel policy
- Oversee the general office environment in Oxford, to include the provision of kitchen supplies
- Monitor, maintain and improve office systems, equipment and supplies, and assist with both internal and external IT support, as well as acting as the data protection lead
- Provide direct support to the ED and senior management team where required

HR

- Be responsible for end to end HR implementation
- Manage the recruitment process in liaison with relevant recruiting manager
- Manage and implement the induction process for new staff and contractors
- Work with the internal HR Management Team (HMT) and if necessary, external HR Consultants, to establish internal HR procedures and undertake all the administrative duties to ensure these processes are followed accurately and on time

- Work with and support the HMT as required, including the revision and maintenance of all employment support documentation and policies and ensuring that these are accessible to all staff
- Maintaining both remote and internal working practices that ensures compliance with relevant employment law and health and safety culture within the organisation
- Liaise with the Finance Team to ensure all changes to staff terms and conditions are communicated to ensure that payroll and pension changes can be made in a timely manner
- Provide HR support to staff including pastoral care where required

Governance

- Undertake all the practical arrangements for meetings of trustees to include the venue, collating and circulating all necessary documentation, taking minutes (if required), booking travel and accommodation, reimbursing expenses
- Ensure all new trustees are correctly appointed and are given a full induction programme

General

- Ensure you understand roles, responsibilities and lines of accountability and are supported to work within a matrix management model
- Keep track of your funded time, ensuring that you proactively work towards achieving your funded time target
- Work closely with INASP staff and other partners to ensure learning is captured and shared internally and externally
- Ensure the values of respect, integrity, openness and transparency, commitment, participation, and valuing our staff are reflected in your work
- Respect INASP's commitment to promoting equality and diversity and addressing the needs of both men and women across all of our work
- Any other responsibilities as may reasonably be required from time to time

NOTE: The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.