

## **Job Description**

### **Senior Office Manager (People and Finance), Office of the Directorate**

#### **1. Role summary**

The Foundation is looking for a dynamic and energetic individual with exceptional communication skills; high emotional intelligence; and a strong analytical skill set to lead our Office of the Directorate. While you will be across all aspects of the Foundation's work, your focus will be on ensuring that we are running a tight ship: most especially in relation to our people, our governance, and our finances. You will supervise a team of four officers and will report to the Director-General.

**You must already have an existing right to work in the UK to apply for this position.**

#### **2. Key responsibilities**

**Oversee all aspects of the Foundation's human resources:** supervise and support the work of the HR Officer; act as the senior focal point for staff in relation to all HR matters; advise the Directorate on HR and related organisational matters; personally manage high-level recruitment; take initiative to improve our HR systems and processes; ensure that we are working, recruiting and appraising performance against our competency framework and living up to our commitment to professional development of staff.

**Work with the Finance Manager to oversee all aspects of the Foundation's finances:** support the Finance Manager in: supervising and supporting the work of the Finance Officer; identifying any issues or problems that arise or might arise; liaising with the Foundation's auditors; advising the Director-General on finance matters; taking initiative to improve our finance processes; advising the Directorate on finance-related matters to ensure we deliver on our promise of the highest standards of probity and transparency. Transition over time to assume greater responsibility in overseeing financial matters.

**Oversee the Foundation's governance systems and processes:** supervise and support the work of the Executive [Governance] Officer to ensure that we high quality and on-time reporting to our Board of Governors; identify any issues or problems that arise or might arise; liaise with senior managers to ensure the timely delivery of quality information; advise the Director-General on governance matters; and take initiative to improve our governance systems and processes.

**Lead the Directorate team:** oversee the effective and efficient functioning of the Directorate - chair weekly meetings of the team and following up to ensure that all action points are

delivered; manage the four officers and their workload; act as the senior staff focal point and assume the position of Officer in Charge in the absence of the Director-General and Deputy.

**Advise and support the Director-General:** ensure that the Director-General is aware of everything important / significant that is taking place within the Foundation; identify, communicate and help manage risks; provide high-level (and, as necessary, confidential) advice on strategic / organisational matters; deliver other support to the Director-General as required.

**Whole-of-Foundation support:** contribute to whole-of-Foundation initiatives as requested. Actively and creatively contribute to strategic and long-range planning. Perform any other reasonable duties and tasks as requested by the Foundation.

### 3. What you have

The Senior Office Manager will possess all of the competencies set out in the attached annex under the 'managers' column and will also demonstrate an understanding of, and commitment to the Foundation's vision, mission and values.

More specifically, we are looking for someone who has:

- Solid and progressively senior experience working in a dynamic office environment
- Strong knowledge of / experience in a human resources environment (You will not be responsible for the day-to-day of recruitment and staff administration, but you need to know enough to closely supervise these and related tasks and be able to anticipate issues or problems and immediately take the lead when they arise).
- Strong knowledge of / experience in finances and budgeting, preferably with relevant qualifications. (You won't be the one preparing financial plans and budgets or lead the audit process, but you need to know enough to be across exactly what is happening - able to anticipate issues or problems and immediately take the lead when they arise).
- Confidence operating at a high-level: you are required to regularly interact with our governors, who are high-level government representatives. You should feel comfortable in that space.
- Discretion in your role as adviser to the Director-General.
- Knowledge of what makes a great report (you will not be writing too many reports yourself, but you will be overseeing internal reporting as well as the development and production of the reports that go to our Board twice a year). You will bring your own skills in writing clean, clear prose to this task.
- An ability run meetings efficiently and well - and you are forensic about follow-up.
- High self-motivation: if you see an opportunity to do something better then you are prepared and able to convince those whose support you need to make it happen.
- A capacity to ruthlessly prioritize.
- A capacity to think clearly and in a structured way: you form opinions based on facts.
- Very high-level communication skills: you speak clearly and effectively, you understand how to articulate your ideas.
- An ability to learn quickly and to self-educate as needed.
- A genuine openness to technology-driven solutions and an interest in exploring how we can use tech to optimise our office administration.
- A commitment to taking extreme ownership: you are highly reliable in your delivery and communication.