

## Job Description

<b>Job Title</b>	Office & Administration Manager
<b>Department</b>	People Team
<b>Reports to</b>	CPO
<b>Responsible for</b>	NA

## Job Purpose

This is a central role, supporting the smooth running of the company and ensuring operational efficiency. A key requirement is to be the full-time 'face of the company' at our primary site.

To ensure the Administration office is managed so that all deliveries, facilities (shared space, keys, access, security, cleaning, sign in/out tablet, keys) and communications are well organised and running efficiently.

To provide administrative support for the CEO, ensuring coordination of travel, expenses and meeting bookings. To arrange meetings for SLT and other large groups meetings, through co-ordination of SLT calendars and key communication points.

To provide general admin support to the key H&S, People and Environmental functions within the People team and be a professional and approachable representative of the team at all times.

## Duties and responsibilities

### Operational responsibilities

- To manage the office - ensuring there is clarity and efficiency around sign in/out procedures, deliveries, ordering of refreshments of stationary, some facilities contracts, such as cleaning and waste services and ensuring mutual respect for the space that we all use, including oversight of site cleaner
- Responsible for managing key internal events such as company updates; planning, communication and running
- To provide administrative support for the CEO, including completion of expense claims, accommodation bookings, diary/meeting bookings and general admin' support
- To coordinate calendars and group meetings for the Senior Leadership Team
- To issue and manage NDAs as required
- To support Head of QSHE with administration tasks as required, including (but not limited to):

- Compliance & Documentation - maintaining and updating H&S documentation to ensure compliance with current legislation and our ISO standards
- Incident Management - supporting H&S accident or incident investigations and ensuring timely completion of corrective actions
- H&S Culture - implementing processes and systems to promote a positive H&S culture within the company
- H&S Information - preparing literature including newsletters and toolbox talks, updating H&S notice boards and signage as required
- To maintain First Aid stocks and update box contents
- H&S Committee - administrating, minuting and distributing monthly committee meeting minutes in collaboration with People & Payroll Administrator
- H&S statistics - collation of regular statistics
- To work with the People team in terms of communications across the business, supporting requirements for IT, facilitating cross-company communications
- To support development and implementation of procedures to ensure compliance with company ISO standards, which include H&S, Environmental and Quality processes and documentation
- Responsibility and accountability for actions within My Compliance is documented within HR-101a MyC RACI

#### **Peer group / cross team liaison**

- Maintain a great working relationship with all colleagues and peers, reflecting Bennamann values

#### **Reporting and communication**

- Monitor and report back on any KPI's related to SLT, office management or key responsibilities around facilities
- Assisting the Head of QSHE prepare weekly / monthly communications to SLT, ELT and company at large
- Communicating H&S information via the Marketing team and directly as appropriate

#### **Team**

- Proactive member of motivated and engaging team
- Participate actively in team meetings and proactive in own review and development
- Supportive member of People team, role modelling Bennamann values in both internal and external relationships

#### **H&S**

- Responsible for own H&S and that of your colleagues, adhering to company guidelines be this in an office / workshop setting, on site, in a vehicle and / or any other reasonable context
- Highlight any H&S risks you identify to management



- Ensure you have any and all reasonable PPE and highlight any deficiencies to management who will address as required

## Person Specification

ATTRIBUTES	ESSENTIAL (must have these skills or experience)	DESIRABLE (prepared to train or develop in these areas)
<p><b>Relevant Experience</b> Work and non-related work experience relevant to the job and organisation</p>	<p><b>Operational</b></p> <p>Great organiser and communicator, able to work with people at all levels internally and externally</p> <p>Excellent MS Office skills</p>	<p>Familiarity with ERP / compliance systems</p> <p>Understanding of H&amp;S legislation Experience in a H&amp;S administrative role</p>
<p><b>Education/ Training</b> Specific qualifications and or training</p>	<p>GCSE English/Maths or equivalent</p>	<p>Business Administration or Project Management skills or training</p>
<p><b>Qualities, knowledge &amp; skills</b> Personal skills, qualities, behaviour, most of these will be essential as many of these cannot be trained</p>	<p>An empathy and affinity with the Bennamann company values:</p> <ul style="list-style-type: none"> <li>- Safe, reliable and dependable</li> <li>- Protecting the environment and with a zero-carbon footprint</li> <li>- Value our customers and our colleagues</li> <li>- Profit with integrity</li> <li>- Innovative, passionate with a can-do attitude</li> </ul> <p>In addition:</p> <ul style="list-style-type: none"> <li>- Follows procedures to ensure compliance with company ISO standards</li> <li>- Adheres to process and policy, including PPE and uniform</li> <li>- Presentable, with the ability to be a positive representative for Bennamann in relationships with customers and suppliers, ranging from</li> </ul>	

	<p>farmers to councillors and scientists</p> <ul style="list-style-type: none"><li>- Excellent and proven organisation, planning and communication skills; a problem solver and completer-finisher style</li><li>- Open and honest with strong integrity and tact</li></ul>	
<p><b>Additional factors</b> Working conditions/hours, ability to drive, any special working conditions</p>	<ul style="list-style-type: none"><li>- Full time (core hours)</li><li>- Truro site based</li><li>- Able to drive</li></ul>	