

JOB SPECIFICATION

Job Title: **Operations Manager (full-time)**

1.0 RESPONSIBLE TO:

1.1 Chief Executive, Landex

2.0 RESPONSIBLE FOR:

2.1 Working with the Chief Executive and Executive Directors to manage the day to day operation of the Landex offices and to provide support for the Landex administration staff and contractor

2.2 Supporting on a day to day basis the delivery of a range of internally and externally funded projects and contracts.

2.3 Providing advice and telephone support for members of Landex and its associated companies

2.3 Leading a range of Administrative functions on behalf of Landex and its associated companies.

3.0 SPECIFIC RESPONSIBILITIES:

These will include but not be restricted to:

3.1 To promote the interests of Landex members through work with Colleges, Universities and external agencies.

3.2 To support the delivery of projects that are of benefit to members individually or collectively, and to help manage the successful delivery of projects.

3.3 To identify, collect, collate and analyse a range data of benefit to members.

3.4 To support the administration of Peer Review and CPD activities for member colleges that will raise the profile of members so that they are widely associated with high quality provision.

3.5 To identify and provide a range of support services to member colleges, particularly with respect to digital and other learning technologies.

3.6 To support the Director of Development in managing the operation of Land Based Learning Ltd on a day to day basis, commissioning the development of on-line interactive materials as appropriate to support the land based curriculum.

3.7 To provide support for Landex staff in the installation and use of IT hardware and software.

3.8 To work within agreed protocols for confidentiality, verification, and reporting within member colleges.

3.9 To understand, implement and comply with company policies and procedures.

- 3.10 To ensure that administrative and accounting procedures are completed efficiently including internal and external returns, and reports required by the Board.
- 3.11 To actively promote and demonstrate a commitment to best practice in equality & diversity.
- 3.12 To demonstrate fully and at all times the generic competencies and professional behaviours expected of all staff employed by the company and its parent organisations.
- 3.13 To ensure that all Health and Safety legislation and good working practice are observed, including the completion of and adherence to risk assessments, COSHH assessments and accident reports.
- 3.14 To undertake such other duties as the Chief Executive may require and as may reasonably be expected, commensurate with the grade of post.

This job description is current at the date shown below. It is liable to variation, in consultation with the postholder, to reflect or anticipate changes in the post.

Chris Moody
October 2018

4.0 CONDITIONS OF SERVICE: -

4.1 REMUNERATION

Starting salary will be in the range £30 - £40K per annum.
Membership of a contributory Pension Scheme will be available.

4.2 HOURS OF SERVICE

You will be available to the Company daily and will be required to abstain from any other occupation if, in the opinion of the Board, it interferes with the due performance of duties or conflicts with the interests of the company. The minimum working week will be 40 hours (Monday – Friday 0830-1730). Flexibility to reflect variations in workload is an important aspect of the post. Work away from the office location in Northampton will be a normal part of the role.

4.3 MEDICAL

The successful candidates will be required to complete a confidential medical form and may be required to undergo a medical examination if considered necessary by the company's occupational health adviser.

4.4 TRAVEL

You will be required to use your own vehicle in the performance of your duties. In such cases, you will be entitled to claim expenses at the approved rates for casual use. You will be required to hold a current driving licence. It is your responsibility to ensure that your vehicle is insured for business use and maintained in a legal and roadworthy condition at all times. Copies of a current driving licence, valid insurance certificate and MOT certificate if appropriate must be lodged with the Landex office.

4.5 DRESS

The company seeks to maintain high professional standards at all times. The person appointed will be required to adhere to the professional dress code as approved by the Board.

4.6 LEAVE

The post holder will be entitled to 36 days of annual leave including all public and bank holidays observed in the United Kingdom. Leave must be taken at a time appropriate to the Company workload and in agreement with the Chief Executive.

4.7 PERFORMANCE REVIEW

The postholder will be required to participate in a staff performance review scheme approved by the Board.

4.8 DEDUCTIONS

For the purposes of the Employment Rights Act 1996, you hereby authorise the Company to deduct from your salary any sums due from you to the Company, including any overpayment, loans, staff development fees or advances made to you by the Company.

4.9 SICKNESS

If you are absent from work due to sickness or injury, you may be eligible to receive sick pay in accordance with the Company's Sickness Policy after 12 months' continuous service.

The payment of sick pay is subject to a range of criteria including your compliance with the Company's rules for the notification and verification of sickness absence, which are set out in the Sickness Policy.

4.10 EXCLUSIVITY OF SERVICE

You are required to devote your attention and abilities to your duties during your working hours and to act in the best interests of the Employer at all times. Accordingly, you must not undertake any employment or engagement which might interfere with the performance of your duties or conflict with the interests of the Employer.

It follows that you are required to notify the Chief Executive of any employment or engagement which you intend to undertake whilst in the employment of the Employer (including any such employment or engagement which commenced before your employment under this contract). The Chief Executive will then notify you within 10 working days whether such employment or engagement is prohibited by the above paragraph.

4.11 GRIEVANCES

If you have a grievance relating to your employment, you are entitled to invoke the Company's Grievance Procedure. The Procedure may be varied by the Company from time to time.

4.12 DATA PROTECTION ACT

The Company will from time to time wish to process personal information about you for contractual, lawful or legitimate interests only, as set out in the Company's Data Protection Policy. This includes the purposes for which the Company will process your personal data, the legal bases for the processing, information about the retention period and information about your rights as a data subject.

Employees may request a copy of their own record in accordance with the General Data Protection Regulations.

Any change in personal circumstances such as address, telephone number, next of kin, marital status or qualifications must be notified to the Human Resources Department as soon as possible.

4.13 CRIMINAL ACTS

In the event that you become charged with, and/or convicted of, a criminal act, you will advise the Company immediately. Failure to notify the Company will result in disciplinary action being commenced against you, which may result in the termination of your employment

4.14 HEALTH AND SAFETY

The Company recognises and accepts its responsibilities as an employer to ensure, so far as is practicable, the health, safety and welfare of all its employees. A copy of the Health and Safety Policy can be obtained on the Chief Executive. You are responsible for familiarising yourself with the policy and adhering to the health and safety rules in the workplace.

4.15 DISCIPLINARY PROCEDURE

The Company expects reasonable standards of performance and conduct from its employees. Details of its Disciplinary Procedure will be supplied to you on request. The Procedure may be varied by the Company from time to time.

4.16 PROBATIONARY PERIOD

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed. The Company reserves the right to extend your probationary period if, in its opinion, circumstances so require.

4.17 CONFIDENTIALITY

You shall not either during your employment (except in the proper performance of your duties), nor at any time after its termination, use for your own purposes (or for any purposes other than those of the Company) or divulge to any person, corporation, company or other organisation whatsoever any confidential information belonging to the Company or to any Subsidiary or relating to its or their affairs or dealing which may come to your knowledge during your employment. This restriction shall cease to apply to any information or knowledge which may come into the public domain after the termination of your employment, other than as a result of unauthorised disclosure by you or by any third party.

4.18 TERMINATION OF EMPLOYMENT

During the probationary period, the period of notice is one month. Thereafter, except in the case of dismissal for misconduct or other urgent causes, the period of notice is three months.

4.19 CANVASSING

Canvassing directly or indirectly will disqualify and the applicant is required to disclose in writing whether to their knowledge they are related to any member of the staff or board of Landex.

5.0 QUALIFICATIONS

The person sought will have an honours degree, or equivalent professional qualification together with strong literary, numerical and information technology skills. Basic bookkeeping knowledge and skills will be an advantage.

Good interpersonal and sound administrative skills are essential, as is at least 5 years of post-qualification experience.

6.0 APPLICATIONS

Applications by letter, together with a current cv, should be submitted by 5pm on Friday 9th November 2018 to:

Chris Moody
Chief Executive
Portfolio Innovation Centre
University of Northampton
St. Georges Avenue
Northampton
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