



**ROYAL
ECONOMIC
SOCIETY**

Office Manager

Job Summary

Title: Office Manager

Reports to: Chief Executive

Location: Predominantly remote working due to COVID-19, with one day per week office based. Otherwise based at our offices in Westminster, Central London (occasional travel to meetings within the UK may be required). Full information can be provided on application.

Salary: £33-40k

Hours: 35 hours per week

Job Type: Permanent

Closing date: 24 January 2022 12pm with interviews to be held virtually on 26 January 2022.

Society Background

Our purpose is to promote the study of economic science. With over 6,000 members worldwide, we are one of the oldest economic associations in the world. We are a registered charity and membership is open to anyone who shares our aims and objectives. The Society publishes two scientific journals - The Economic Journal and The Econometrics Journal – containing high quality peer-reviewed papers from an international authorship.

Our popular annual conference provides a forum for research, debate, and networking. We also provide resources for economists and support for education and the training of students, teachers and researchers. Increasingly we are focused on improving the public understanding of economics through engagement with schools and the wider public.

Job Description

The postholder will manage the day-to-day running of the Society office and its core systems. They will provide staff with the necessary systems, processes and equipment to perform their roles to a high standard.

Additionally, they will manage the office's HR provision around recruitment, induction and staff records. They will review and develop key policies and procedures in relation to HR as well as the smooth running of the office.

This is a varied role where experience or understanding of the central aspects of running a small office is essential, as is an awareness of good practice in HR, finance, IT and facilities management.

Key Responsibilities

- Manage the office's HR provision, including maintaining and updating policies, maintaining annual leave and sickness records, supporting the annual appraisal cycle, supporting staff training requirements
- Manage monthly payroll
- Support Member Operations Director and other staff to ensure office infrastructure/systems are fit for purpose in relation to member programmes
- Manage the office's health and safety provision, including maintaining and updating policies, ensuring the office has nominated first aiders and fire wardens, and that staff are familiar with their health and safety obligations
- Manage the office's IT systems; ensuring staff have the necessary IT hardware and software, management and development of its cloud-based systems and document storage.
- Manage the Society's protection against fraud
- Act as GDPR staff lead, maintaining policies and systems for protection of the Society's data, and ensuring staff and other stakeholders receive suitable information/training
- Manage the office's facilities arrangements, including liaison with building landlord, management of onsite/offsite storage and dealing with related contracts
- Line manage the Executive Assistant
- Any other duties commensurate with the role

Person Specification

Essential Skills

- At least 2 years experience as an Office Manager or similar position
- Experience in staff supervision
- Experience of delivering generalist HR functions within an office including recruitment, induction, payroll and Health & Safety
- Experience of writing and monitoring HR policies and procedures
- Experience of managing supplier delivery and contracts
- Experience of managing both office electronic and manual systems with significant IT experience, including MS Office packages (including Excel).
- Strong organisational and administrative skills
- Excellent written and verbal communication skills including interpersonal skills, dealing with a range of stakeholders in a professional engaging manner
- Knowledge of data protection in relation to recording and storing files and personal data
- Ability to work well within a team, with a flexible can-do approach to work
- Ability to work independently and prioritise workload

Desired Skills

- Qualification in or related to HR/CIPD
- Experience of developing/working with a CRM system

- Knowledge and experience of the academic sector including learned societies

Application Process: Please send your CV along with a personal statement outlining how you meet each person specification point. Applications that have not linked the personal statement to the person specification points will not be considered. Applications should be emailed to resoffice@res.org.uk by 12pm 24 January 2022. Late applications will not be considered.

Enquiries: For further information, or if you require any reasonable adjustments in submitting your application, please contact the office via e-mail at resoffice@res.org.uk. The Royal Economic Society is committed to equality and valuing diversity. *Please note, no agencies.*