


SUMMARY OF MAIN DUTIES	OPCC Office Manager Band D	
RESPONSIBLE TO: Chief Executive and Solicitor		
RESPONSIBLE FOR: Business Support Officer and Business Support Assistant		
SPECIFIC CONDITIONS OF SERVICE		
Ability to travel within and outside South Yorkshire boundaries appropriate to the role Casual Car User with the appropriate business car insurance Ability and willingness to work outside of normal office hours when business needs require, cognisant of the need for work/life balance High level of discretion and be subject to the appropriate level of vetting		
SUMMARY OF MAIN DUTIES	FOR RECRUITMENT PURPOSES THE SUMMARY OF MAIN DUTIES SHOULD NOT EXCEED 12 BULLET POINTS.	
Main Duties: <ul style="list-style-type: none">• Manage the provision of a highly proactive, efficient, professional and flexible business support service, prioritising the workloads as required• Be accountable for the work of the Business Support function and its effective delivery of services, including managing OPCC recruitment processes, performance development review processes, training requirements and the management of good attendance, performance and standards practices• Effectively manage, co-ordinate, monitor and record correspondence• Provide the Senior Leadership Team with relevant management information in support of the OPCC Business Plan• Assist with recruitment, selection and OPCC induction processes• Responsible for both building and IT access security for the OPCC• Ensure priorities, performance targets and customer services issues are maintained• Manage, review and develop office procedures (including business continuity plans), processes and functions.• Provide day to day management of Business Support staff and allocate, prioritise, and evaluate the work undertaken to ensure effective delivery and adherence to deadlines, agreed timescales and general timeliness• Assist the Chief Executive with the Health and Safety responsibilities within the OPCC		

General Duties:

- Demonstrate personal responsibility at all times and work flexibly across business area boundaries looking for opportunities to continuous improvement and innovation at the appropriate grade
- Support the delivery of the OPCC Business Plan, including the upholding the OPCC Ethos and Values, and achievement of objectives
- Personal responsibility for ensuring compliance with all OPCC policies and procedures, including Health and Safety
- Assist with all requests for information under the Freedom of Information Act, ensuring compliance with the legislative timeframes and to produce performance management information
- Contribute to the development and maintenance of administrative systems within the OPCC
- Undertake such other duties, commensurate with the nature and responsibilities of the post