

Job Advert	Role: Office Manager Office of the Police and Crime Commissioner
Salary	Band D £24,273 - £27,795
Contract	Permanent
Hours	37 hours per week
Location	Carbrook House, Sheffield, S9 2EH
Role Purpose	Manage a small team of staff to deliver of a highly proactive, efficient, professional and flexible business support service, working closely with the Personal Assistant to the PCC and his Chief Executive and Solicitor.
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
Skills and Experience	For further information relating to the role, including the required skills and experience please refer to the attached role profile and person specification
Benefits	We offer generous entitlements and supportive policies to enable a better work-life balance, some of which are listed below: <ul style="list-style-type: none"> • Annual leave allowance • Flexible working • Employee assistance service (accessible 24/7) • Pension scheme
Further information	Applicants must meet the all of the essential requirements. Successfully undergoing recruitment vetting is a pre-requisite requirement for employment with the Police and Crime Commissioner.
Closing date	24th January 2019
Interview date	8th February 2019
Contact point for applicants	For further information about the role, please contact the Office of the Police and Crime Commissioner on 0114 2964150.
Apply for the role	To apply for the role, please click the 'Apply' button