



**THE HISTORY OF
PARLIAMENT**
British Political, Social & Local History

Further particulars

Vacancy for an Office Manager

21 hours per week

One year fixed term

Salary £28,671 - £31,982 pro rata

We are seeking a part-time Office Manager to manage our premises and office facilities and to provide general administration services to support our research activities.

We are a small research organisation occupying an attractive terraced Georgian style building in Bloomsbury Square. The property consists of a basement, ground and three upper floors as well as external areas. The top floor has recently been sublet to a company of chartered surveyors.

In addition to the Director, we have five teams of full-time professional historians, currently 21 in number, a Communications and Outreach Officer and a part-time HR and Finance Officer. Whilst each employee has a workspace in the building, the nature of the work means that it is often conducted elsewhere and for the majority of the time, the building is not fully occupied.

The History of Parliament is a charitable trust and its core research is funded by the House of Commons and the House of Lords. Its trustees are members of the House of Commons and the House of Lords. It is affiliated to the University of London and in particular, works closely with the Institute of Historical Research.

This is a new position following an internal restructuring and is initially offered on a part-time basis of 3 days a week by arrangement on a twelve months fixed term contract. Our normal working week is 35 hours from Monday to Friday. The salary will be based pro rata on a full time salary on point 24-28 of the UCEA clerical scale depending on experience.

The basic leave entitlement is 25 days for clerical, technical and support staff. This is in addition to public and bank holidays. There are also several University days around Easter and Christmas (when the central University is closed) on which members of staff do not work. This always includes the time between Christmas and the New Year. There will be a probationary period of 3 months from commencement. The post carries eligibility to join the Universities Superannuation Scheme.

HISTORY OF PARLIAMENT

Job Description

- Job title:** Office Manager (0.6 time, hours by arrangement)
- Grade:** Clerical grade, point 24-28 of the UCEA pay scale (£28,671 to £31,982 inclusive of £2,134 London weighting) pro rata
- Responsible to:** the Director
- Qualifications:** preferably a good honours degree (or equivalent) and experience in facilities management and general administration.

Duties and responsibilities:

The post holder's principal duties will be to manage the facilities and general support services for the History of Parliament's research staff as follows:

- **the Premises**
 1. Ensuring compliance with the History of Parliament's lease obligations to the Landlord including maintenance, repairs and renewals;
 2. ensuring compliance with the History of Parliament's lease obligations to its sub tenant including maintenance and the sub tenant's compliance with his lease obligations to the History of Parliament;
 3. renewal of annual insurance for public liability and business contents insurance updated as necessary and ensuring best value;
 4. renewal of energy contracts ensuring best value;
 5. managing internal and external bookings for the Meeting Room and invoicing as appropriate;
 6. managing health and safety contracts and legislative requirements including:
 - fire prevention and protection (alarms, smoke detectors and extinguishers)
 - security alarms and keyholder services (including out of hours contact)
 - pest control
 - first aid arrangements
 7. managing cleaning, rubbish disposal and recycling contractors;
 8. managing internal moves and furniture and equipment renewals and disposals;

9. managing photocopying equipment and monitoring its usage.

- **ICT**

10. Managing the ICT contract to which the support for PCs, laptops, servers, printers and telephones is outsourced. All instructions to the ICT contractor will be made through the Office Manager (or *in absentia* the Director) in order to maintain cost efficiency and co-ordination of services;

11. ordering of new ITC equipment and the safe and secure disposal of redundant equipment with the prior agreement of the Director.

- **GENERAL**

12. Light reception duties;

13. compilation and circulation of papers to members of the Editorial Board;

14. managing the postage meter contract and monitoring its funds and usage and organising post in general;

15. ordering and maintaining sufficient levels of stationery stocks;

16. maintaining sufficient supplies of refreshment items and equipment;

17. organising catering arrangements for occasional internal meetings and events;

18. some overlap duties with the HR and Finance Officer by arrangement and depending on capacity;

19. any other duties requested by the Director as appropriate to the nature of the role.

Person specification:

Qualities/skills	Essential	Desirable
Education/Qualifications	Educated at least to A level standard with good GCSE passes in English and Mathematics.	A good honours degree or equivalent. An ICT literacy qualification.
Work and other relevant experience	Experience of general office and facilities management. Knowledge of Health and Safety regulations; Experience of providing IT support and proficient in using Microsoft Word.	Ability to use Excel. Numeracy skills. Previous work experience in an academic environment.
Personal qualities and abilities	Excellent organisational and time management skills, self-motivation, good communication skills both written and oral, flexibility, ability to work independently.	An interest in history.

APPLICATIONS

Please complete the application form overleaf and send it together with your current CV and a covering letter explaining your suitability for the post by email to smacquire@histparl.ac.uk or to Shirley MacQuire, HR and Finance Officer, History of Parliament, 18 Bloomsbury Square, London WC1A 2NS **by Friday 1st July 2016.**

It is envisaged that interviews will take place on a day to be determined in the week beginning 11th July 2016. Shortlisted applicants will be contacted by Wednesday 6th July 2016. If you have not been contacted by then, your application will have been unsuccessful.

If you have any queries, please contact smacquire@histparl.ac.uk

Thank you



Application Form

Please complete the form in full using black ink or type. Attach an up-to-date Curriculum Vitae

Post applied for

Section

Where did you learn of this vacancy?

PERSONAL DETAILS

Surname

Title

First names

Telephone:

Full address

Home

Work

Mobile

Email

Do you need permission to work in the UK? Yes

No

If yes, please give details

EMPLOYMENT HISTORY

Name and address of employer	Dates (month and year)	Position held

Current salary £

Notice required

HEALTH

Do you have any disabilities that might affect your application?

Yes

No

Please tell us if:

- a. there are any reasonable adjustments we can make to assist you in your application;
- b. there are any reasonable adjustments we can make to the job itself to help you carry it out.

REFEREES

Please give names and addresses of two academic referees stating current post and capacity by which known to you. **Please indicate whether we may contact each referee prior to interview*

1. Name	<input type="text"/>		
Address	<div style="border: 1px solid black; height: 100px;"></div>	Tel	<input type="text"/>
Post		Fax	<input type="text"/>
Capacity		Email	<input type="text"/>
		*Contact?	<input type="text" value="Yes/No"/>
2. Name	<input type="text"/>		
Address	<div style="border: 1px solid black; height: 100px;"></div>	Tel	<input type="text"/>
Post		Fax	<input type="text"/>
Capacity		Email	<input type="text"/>
		*Contact?	<input type="text" value="Yes/No"/>

I hereby declare that the information given in this application is true to the best of my knowledge and belief and may be used for the purposes of processing my application. I understand that it is subject to the Data Protection Act 1998 and will be treated as confidential and not revealed to any unauthorised source.

Signed

Date

failure to disclose relevant details or a deliberate attempt to falsify information may lead to dismissal