

## **JOB DESCRIPTION**

**Title: OFFICE MANAGER**

### **A. Role:**

Making sure that the non legal part of the firm works smoothly and efficiently, ensuring that the firm is staff centred and a great place to work. Working with the managing partner and the other partners to plan and implement long term strategic projects.

### **B. Duties and Responsibilities:**

#### **1. Human Resources**

- Manage the reception at London Bridge and City to make sure it runs smoothly and ensure cover for any absences, making sure calls and visitors are dealt with correctly.
- Supervise the practice team in all 3 offices, making sure their work is covered during staff absence.
- Assist the staff partners in supervising the legal team.
- Assist the staff partners in formal disciplinary matters.
- Manage the recruitment of new staff including preparing job packs, advertising and shortlisting.
- We have a HR support company, and in conjunction with them, drawing up personnel documentation and maintaining up to date personnel records, checking that the contracts and employment procedures of the firm are adequate and comply with the relevant legislation and good practice.
- Assist on the promotion of a diverse workplace including compiling data collection during recruitment, conducting SRA surveys and assisting in implementing any agreed positive action.
- Induct new staff and arrange for training on the job with supervisors
- Ensure staff comply with the e-days system for entering leave and other absences.
- Run a staff committee to feed through ideas about improvements to the firm.
- Manage and plan staff social and training events.

#### **2. IT & publicity**

- Manage and develop the firm's website.
- Social media updating.
- Website updating and maintenance.
- Involvement in innovative marketing.

### **3. Support and Administration**

- Help review procedures and make recommendations for improvements.
- Manage and ensure the health and safety of staff at work and the firm's compliance with health and safety legislation including carrying out risk assessments and monitoring staff health & safety training.
- Ensure the offices are properly cleaned by the contractors and well presented at all times.
- Office Equipment – ensure equipment is properly maintained and serviced.
- Supervise the ordering of stationery and other equipment.
- Provide troubleshooting to all three offices.
- Supervise and deal with old files and archiving.
- Carry out to the best of your abilities any other day to day work as requested by the partners.

### **4. General**

- Attend staff meetings.
- Comply with the firm's diversity policy, health and safety policy and the firm's other policies in place.
- Other such tasks as delegated from time to time.

### **C. Standard of Performance:**

- You are expected to learn the firm's procedures and perform them competently and reliably.
- You are expected to carry out your responsibilities to ensure that the firm runs smoothly and that a service of a high standard is provided to partners, staff, clients and all with whom the firm has contact.

### **D. To whom responsible:**

You are responsible to the Managing Partner, Polly Glynn, but act under the direction of all the partners.