



Job Description

Operations Manager

Post Holder	TBC
Job Title	Operations Manager
Duration	Permanent
Grade	9
Annual Salary	£30,000 - £38,000
Location	Bakewell office (and onsite visits across UK as required).
Accountable to	Head of Fieldwork
Job Summary	<p>Work alongside the Heads of Divisions, Project Managers and the admin team to undertake an Operations Manager role. Co-ordinate and manage the company staff planner to align workflow and horizon scan for upcoming opportunities and risks. Making sure Company policies are followed and promoting and embedding a positive and practical health and safety culture across the Company, including checking of RAMS, site visits and inspections. Administrative duties and to undertake other duties that may arise as required. Driving. Undertake discussions with wide range of clients and stakeholders. Produce accurate, well written reporting. Play an active and positive role within the senior Management Team, being supportive and flexible to support other team members, assisting in driving forward Company growth, championing its culture and cohesion and be an active high performing team player.</p>
Responsibilities/Main Duties	<p>Carrying out site visits on behalf of the Management Team and checking systems are followed.</p> <p>Complete the staff planner for the company aligning project start dates with competent staff.</p>

Identifying staff needs including recruitment needs, training and development opportunities.

Oversee delivery of Tempus and ensure correct reporting of company time and expenditure.

Oversee, check and where necessary prepare risk assessments and other relevant documentation.

Communicate regularly with teams and team leaders, as well as reporting upstream and with Clients as appropriate.

Maintaining accurate project records and producing accurate and on-time project reporting, contributing to the staff planner, invoice preparation, overseeing fieldwork, post-excavation, reports, archives *etc*, as required and to undertake project and personnel supervision.

Achieve zero project overruns and overspends for 2020.

Allocation and communication of resources, timescales and goals to staff for fieldwork and post-ex. tasks in conjunction with other Projects Managers and Officers.

Design fieldwork programmes in conjunction with Sales team members.

Actively follow and enforce all Company rules and procedures for yourself as well as other members.

Produce metrics for monthly KPI dashboard

Training new staff in safe working and ensuring consistency of outputs

Contribute to disciplinary procedures as required in support of HR Manager

Further the company's vision, mission and core values.

Any other duties that may be reasonably allocated from time to time.

Undertake occasional out of hours work on behalf of the company such as attending meetings, conferences, giving talks or making essential phone calls or communicating important information to other ARS Ltd staff.

Safety

To abide by all statutory safety regulations and company policies as set out in the Health and

Safety Handbook. Report all accidents and near misses.

Hours of Duty

37.5 hours per week (excluding breaks and travel time).

Annual Leave

All statutory bank holidays (8 days) plus 23 days holiday per year.

Conditions of Service

See the Staff Handbook.

Period of Notice

Eight Weeks if less than one year and 12 weeks thereafter.

Confidentiality

It should be noted that some of the information that the post-holder will access will be of a confidential nature both to other ARS Ltd employees and clients, and such information must not be communicated to other persons except where required for authorised purposes.

Note

This job description does not form part of the contract of employment.

This job description will be reviewed on a regular basis.