Resources Manager

Candidate Brief

January 2019 | Reference RM01/2019

# About us

The Nuffield Trust is an independent health charity. We aim to improve the quality of health care and health policy in the UK by providing evidence-based research and policy analysis and informing and generating debate.

## Vision

We want to help achieve a high-quality health and social care system that improves the health and care of people in the UK.

We set out to do this by:

* Improving the evidence base that leads to better care by undertaking rigorous applied research and policy analysis.
* Using our independence to provide expert commentary, analysis and scrutiny of policy and practice.
* Bringing together policy-makers, practitioners and others to develop solutions to the challenges facing the health and social care system.
* We will be grounded in the practical implications of policy-making, working closely with NHS staff and policy-makers to identify solutions. Above all, we aim to be a trusted and respected voice at a time of unprecedented challenge to the NHS and social care system.

## Values

In everything we do, we strive to be:

* Independent and free from vested interests.
* Rigorous, robust and evidence-based in the work we undertake.
* Relevant, supportive but also challenging when we need to be.
* Open and engaging with all those we come into contact with.
* An organisation that makes a difference to the quality of policy-making and practice in the UK.

## Current priorities

Our current priorities are listed in the ‘About’ section of our website. [www.nuffieldtrust.org.uk/about](http://www.nuffieldtrust.org.uk/about)

# Job Description

## Main responsibilities

Reporting to the Deputy Director of Finance, manage the day-to-day running of the resources, including stationery, catering supplies and other necessary services.

Manage and respond to building requirements ensuring a safe, appropriate working environment is delivered to Trust employees, in accordance with organisational requirements for quality management, health and safety, legal stipulations, environmental policies and general duty of care.

Assume overall responsibility for the security of the premises, including alarm maintenance, liaison with building security and responsibility for out-of-hours emergencies.

Contribute towards risk management in relation to the organisation’s resources and operations, including insurance arrangements, business continuity and disaster recovery plans and risk register.

Work jointly with the Team Assistant to ensure front-of-house and switchboard are covered during core working hours. Monitor and maintain the Trust’s generic inbox and meeting room calendar in the absence of the Team Assistant.

## Health and safety

Establish, manage and monitor standards, processes, communications, training and systems to ensure that all staff are aware of and adhere to the Health and Safety at Work Act as set out in the Trust’s health and safety policy. Liaise and work in collaboration with the HR Manager where relevant.

This includes:

### Fire safety

Ensure that the building conforms to all fire regulations including weekly alarm tests, bi-annual fire drills and the purchase and maintenance of appropriate fire equipment and safety signage.

### First aid

Organise the provision and accessibility of first aid equipment and competent first aiders to Trust staff, to ensure that all activities are undertaken in compliance with the current Health and Safety (First-Aid) Regulations 1981.

### Training

Organise external trainers from accredited bodies to deliver required training. Plan and deliver internal training activities and materials to supplement and update external training.

Self-develop and maintain knowledge in relevant fields.

### Assessment

Proper and timely assessment of risks to health and safety, and implementation of measures and arrangements identified as necessary from the assessments.

Surveillance and reporting on health and safety practices and systems.

## Refurbishment

Project manage all of the Trust refurbishment works, including the preparation of plans and budgets, sourcing suppliers and monitoring progress to ensure that projects are completed to high standards, to deadline and within specified budgets.

## Building maintenance

Manage relationships with the Trust’s suppliers, building surveyors, landlord, insurers and other relevant professionals involved in refurbishment projects or general building maintenance.

Assume overall responsibility for the efficient day-to-day management of the Trust premises and facilities, ensuring that the organisation maximises the efficiency of its services and is compliant with its responsibilities to the landlord.

## Equipment

Work with the IT manager to source, purchase and maintain all office equipment. This will include introducing new AV systems, managing the phone system, creating user guides, troubleshooting and organising the safe disposal of obsolete equipment with adequate consideration for data protection and environmental wellbeing.

Monitor stock and stationery levels and work with the administration team to ensure ethical and environmentally friendly products are used wherever reasonably possible.

## New starters

Develop and implement relevant new starter procedures to ensure the smooth transition of new staff into the organisation.

## Finance and budgeting

Prepare the annual resources budget and manage annual expenditure within the approved budget, being accountable for variances to the budgeted spend.

## Resources administration

Develop, deliver and monitor a short and long-term operational strategy for all resources work.

# Person Specification

The post holder must, after reasonable training and familiarisation, be able to work on their own initiative to a high standard of accuracy and reliability. The post holder should support the ethos of the Nuffield Trust and uphold its commitment to equality regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

## Required experience

* Working in a similar role
* Health & Safety regulation experience with willingness to obtain / maintain a current certificate in this area
* Fire Safety regulations experience with willingness to obtain / maintain a current certificate in this area.
* Excellent IT skills with experience of MS Outlook, Word, Excel and PowerPoint.
* Working within a complex work environment that requires extensive communication with a range of internal staff and external organisations.
* Ability to organise oneself and others, including management of resources operatives.
* Project management skills.
* A flexible approach to work with the ability to adapt to changing priorities and demands.

## Desirable experience

* Working in a health service or third sector (charitable) organisation.
* Experience of managing older buildings and refurbishment schedules.

## Personal qualities

* Ability to work independently and to contribute as part of a team.
* Effective communication skills with a wide range of people, from staff to external visitors.
* Problem solving skills and ability to propose practical ways ahead when faced with challenges.
* Systematic working on a number of tasks simultaneously to ensure deadlines are met.
* Strong interpersonal skills, including tact and diplomacy.
* Calmness under occasional pressure.
* Commitment to equal opportunities.
* Desire to work within the charity sector or a health organisation.
* Interest in resourcing ethical products and practices within the organisation.
* Project a positive and efficient image of the Trust at all times.

This job description covers the major tasks to be carried out with the level of responsibility that the post holder will work, and may be revised and changed from time to time.

# Health and Safety

Employees of the Trust are required to be aware of, and observe fully, the employee duties under the Health and Safety at Work Act and to observe all Nuffield Trust policies related to health and safety and risk management.

# Data Protection

Disclosures of confidential information or disclosures of any data of a personal nature can result in prosecution for an offence under the Data Protection Legislation, or an action for civil damages under the same legislation, in addition to any disciplinary action taken by the Trust which might include dismissal.

# Terms of Appointment

This is a permanent, full-time role (part-time hours, minimum 80% FTE would be considered), based in London.

The appointment is within Grade D and within the salary band between £36,000 and £40,000 gross per annum, dependent on the experience of the chosen candidate.

The Trust operates a pay and progression framework and new appointments are typically made at the lower end of the salary band.

The offer of employment will be subject to receipt of two satisfactory references and evidence of right to work in the UK.

# Benefits

The Trust offers a competitive benefits package including a defined contribution pension scheme, death in service insurance and an Employee Assistance Programme. Eligible employees also benefit from a number of other benefits including interest-free travel loans and enhanced maternity, paternity and parental leave pay.

Annual leave is 28 days per year (pro rata for part-time positions), 3 days of which must be taken between Christmas and New Year when the office is closed. This rises to 30 days per year (pro rata for part-time positions) on completion of 5 years’ service with the Trust.

# Application and Selection Process

Candidates wishing to apply should submit a detailed CV and complete the Trust’s Application Form and Recruitment Monitoring Form, returning them to:

Post: Recruitment, Nuffield Trust, 59 New Cavendish Street, London, W1G 7LP
Email: recruitment@nuffieldtrust.org.uk

Telephone number (enquiries): Human Resources on 020 7631 8450.

The closing date for applications is Sunday 27 January 2019.

Shortlisted candidates will be invited for interview in London on Thursday 7 February 2019.

Please note that due to the expected high number of applicants, if you have not heard from us within 2 weeks of the closing date, your application has been unsuccessful.