MORTON:PATTISON

ecological design & build landscape

Office Manager

Role Description

The Employer

Morton : Pattison are emerging as an industry leader in design & delivery of countryside and ecological works in the south of England. We are widely recognised for our specialist skills and experience in combining ecology, landscape and construction to deliver the best outcomes for biodiversity and people.

We work on a diverse range of projects including design & build of countryside structures, access works, large scale habitat management, renewable energy sites and ecological enhancement. Our clients are distributed throughout the private, public and charitable sectors including nature conservation charities, local authorities, green energy companies, ecological consultancies and house builders.

Due to continued growth driven largely by repeat custom, recommendation and appointment to local authority frameworks, we are looking for professional and positive team players who share our values to join us and make a positive contribution to the region's countryside.

Morton : Pattison is an equal opportunities employer with a strong focus on staff development with the goal of building and retaining a team that grows in capacity alongside the company.

www.mortonpattison.com

Role Purpose

The Office Manager will play a crucial role in ensuring the smooth operation of the office and supporting the overall business functions. This position involves a variety of administrative, financial, and human resources tasks, as well as facilities management. The Office Manager will work closely with the Directors, Project Managers, and other team members to facilitate efficient workflow and contribute to the company's growth and success.

This is a new role within the company and an exciting opportunity for the successful role holder to increase efficiency and contribute to developing new systems and processes.

Reporting to

Directors, line managed by Managing Director.

Duties & Responsibilities

Administrative Duties

- Monitoring public sector procurement tender alerts and inputting opportunities into appropriate database system.
- Monitor office email account, deal with enquiries or pass onto relevant team members as appropriate.
- Coordination of annual accreditations & renewals (e.g., CHAS health & safety accreditation).
- Arranging Insurance renewals, adding new assets to vehicle and machinery fleet insurance policies.

Financial Management

- Management of staff credit card accounts, the role holder will be provided with a company credit card for business use.
- Coordination of figures for monthly management accounts, liaising with finance team, Project Managers and Managing Directors to provide required information.
- Processing of staff expense and mileage claims.
- Applying for supplier credit accounts.

Business development contribution

- Assist with the transfer from current Project Management, Operations Management, CRM spreadsheet-based systems to new database software systems (for example 'Monday').
- Management of and contributing to the improvement of above-mentioned systems once setup.
- Assisting with the transfer of HR records from existing spreadsheet-based systems onto Bright HR software.

Human Resources

- Carrying out new staff inductions.
- Organising staff training courses.
- Some line management of staff (this responsibility is shared amongst the team, it's anticipated that up to 2 junior site-based staff will be line managed by the role holder).
- Management of HR and staff training records via Bright HR, once system is setup.

Facilities Management

- Coordinating premises and facilities maintenance tasks in cooperation with Logistics Co-ordinator.
- Continuation of further improvement of the still relatively new company premises (moved in summer of 2024).

Meetings and Coordination

- Planning and managing team meetings, taking minutes and coordinating follow-up actions.

Work Environment and location

The work will be office based, hybrid working will be between the company office in Exton, Hampshire and home based is offered.

Organisational structure

Role within the team

The Office Manager will be a key member of the team, collaborating with Directors, Project Managers, and other team members to ensure efficient workflow and

effective communication. This role involves coordinating various administrative, financial, and human resources tasks, as well as some facilities management. By supporting the overall business functions, the Office Manager will help create a productive and positive work environment.

Duration

Permanent contract, subject to an initial probation period.

Working hours

25hrs per week, exact pattern to be agreed in consultation with the role holder upon appointment.

Remuneration

£30,000 - 37,500 per annum pro rata, dependent upon experience.

Holiday entitlement

Holiday entitlement is 28 days per annum pro-rata, with 1 additional day of leave accrued annually up to a maximum of 31 days per annum as per the staff handbook.

Mission Statement

We are a contracting, consultancy and design firm providing specialist countryside services that bring together ecological, design & build and landscape expertise.

Our work has biodiversity and people at its core, often working with protected species and on protected sites to deliver practical, sustainable and ecologically informed solutions.

Our core values are:

- **Committing** to positively contributing to the **natural environment**
- **Developing** a **motivated**, **collaborative** team with **integrity**
- **Delivering high quality** projects and service