

Job Title:	Office Manager		
Department:	Mineral Resources	Section:	-
Reports to:	Director of Mineral Resources		
Grade:	E1	Job Code:	6200M1
Overall purpose of the role			
To provide overall coordination of the efficient administration of the Department of Mineral Resources as Office Manager and Personal Assistant support to the Director. As Office Manager, the role involves a number of HR duties including payroll and monitoring of sickness and leave records as well as arrangements to pay invoices and budget monitoring. As Personal Assistant, this requires the individual to be meticulous with diary bookings and to provide appropriate support to the Director. Co-ordinate use of the Minerals meeting rooms and provide 'front of house' role to the department.			
Key role activities			
- Process departmental financial transactions including invoicing for stock sales, invoicing licensees in accordance to licensing and DMR fee regulations and implement financial controls in accordance with Financial Instructions and directions given, making full use of Dynamics System. Assist the Director with monitoring expenditure and revenue in accordance with the approved budget. Ensure payments are approved. Assist the Director with the preparation of the annual departmental budget. - Provide secretarial support to the department and various Committees and governance boards by drafting and typing correspondence, co-ordinating, producing and circulating agendas and by taking and promptly circulating minutes of meetings. Maintain the departmental diary of committee and other key meetings to ensure that time is used effectively. - Handling incoming departmental correspondence, emails, and calls and directing them to the appropriate staff members and applying exemplary customer service and professionalism. Facilitate any outgoing departmental mail as required. - Devise and maintain office systems, including updating and maintaining office records such as filing systems (physical, shared drives and web-based), archives, contract tracking, personnel files (including sickness and leave) and other important documents to ensure that the department functions efficiently and to enable staff to access data and information easily. - Collaborating with other sections and departments to streamline processes and improve overall efficiency. - Maintain departmental payroll records and prepare monthly payrolls to ensure that staff are paid at the appropriate rates each month, this includes preparing BIK and gratuity submissions.			

- Forecast, order and distribute office stationery and other supplies, manage and record the sales and inventory of published stock (brochures, maps and books) on behalf of the Department, preparing the yearly stock/inventory/asset register of the department as part of the annual audit/ end of year processes.
- Monitor and maintain the department's business planning and performance management processes including the publicising of deadlines, collation of returns and reporting statistics, facilitating quarterly returns as part of the business planning cycle (including KPI and CCC register).
- Provide assistance to other staff members as appropriate and when required to enable the section to operate effectively, including functioning as Induction Officer and collecting and distributing staff.
- Coordinate and provide assistance in the procurement of any equipment required by the department; log and coordinate building maintenance, ensuring building/ departmental operational plans are compliant, e.g. fire policy.
- Provide assistance in the booking of any training courses and/or travel as may be required by the department.
- Assist the public with telephone and personal enquiries to ensure good relations and that they obtain the information they require. Liaise with other government departments and others as required to ensure that the Department operates efficiently and to facilitate the exchange of important information on minerals-related matters.
- Carry out any other tasks necessary to maintain the smooth running of the Department.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.

Additional information

Candidates should not own any shares in oil companies holding licence interests in the Falkland Islands, or should be prepared to dispose of any interests held prior to taking up their appointment if successful.

A high degree of confidentiality is required with regard to commercially sensitive information.

Person specification:	Office Manager		
Criteria	Essential	Desirable	Assessment method
Knowledge, skills and experience			
At least 5 years secretarial/administration experience	✓		A/I/R
High standard of word processing and audio typing	✓		A/I/R
Experience in office administration including processing of accounts for payment, maintaining accurate record keeping and management of confidential records	✓		A/I/R
A proven ability to work in a professional manner and to represent the department in a positive light	✓		A/I/R
A high degree of confidentiality, self reliance and the ability to work autonomously	✓		A/I/R
Proactive approach to work and problem solving	✓		A/I/R
Ability to prioritise tasks and use initiative effectively	✓		A/I/R
Knowledge of FIG systems including Dynamics and CHRIS		✓	A/I/R
Personal attributes			
Must be well organised and able to work under pressure and prioritise their own workload	✓		A/I/R
Team player, willing and able to assist other work colleagues	✓		A/I/R
Contributes pro-actively to the goals and outcomes of a team environment	✓		A/I/R
Competent, reliable and diligent	✓		A/I/R
Qualifications and training			
An NVQ level 3 in Business & Administration, or a relevant field	✓		A
GCSE Grade C+ or 4+ in English and Maths	✓		A
Full manual driving licence	✓		A
'A' level or vocational level 3 qualifications		✓	A
NB Equivalent combinations of educational qualifications and experience may be considered			
Note to applicants: Please ensure that you demonstrate your ability to meet the requirements of the job in your application form by giving clear, concise examples of how you meet each criterion.			

Method of assessment: A - Application form I - Selection interview R – Reference O - Other