



***Legal 500 Top Tier Set 2020***  
***Legal 500 Regional Set of the Year in 2019***

**OPERATIONS MANAGER**

**Part-time or full-time applications welcome**  
**Salary £33,000 to 38,000 p.a. pro-rata, depending on experience**

**A staffing re-structure and expansion resulted in the creation of this exciting and challenging permanent post to lead and manage the administration of Chambers.**

Part-time and full-time applications are welcome. Part-time working is flexible and may be three days p/w or four or five shorter days. Full time hours of work are 9am to 6pm Monday to Thursday, 9am to 5.30pm Friday.

**Job Description**

Working alongside the Head of Practice Management (HoPM) and the Finance Manager (FM) and directly responsible to the members of GCN Chambers, the Operations Manager will:

- Manage the overall administrative operation of GCN.
- Review, refine and deliver a range of business and strategic plans for GCN in order to ensure long-term sustainability and development.
- Build and maintain a strong and efficient team of administrative staff.

**Premises and equipment**

- Be responsible for all contractual obligations and negotiations relating to premises and equipment, including service and maintenance contracts.
- Liaise with IT service providers to develop and maintain all IT services at the level of maximum efficiency. In conjunction with the HoPM/FM, review and advise Chambers as to IT requirements and costings.
- Expand the use of GCN's facilities by third party organisations to further develop professional relationships and income.

- Ensure that all necessary insurances are in place at all times.

### Staff management

- In conjunction with the HoPM, liaise with and report to the Staffing Committee of Chambers (SC) with regard to all staffing matters.
- Line management of the Office Assistant, temporary members of staff and Chambers' cleaner.
- In conjunction with the HoPM and the SC, develop and monitor the effective operation of staff flexible working and overtime.
- Supervise and motivate staff, including initiating and supporting professional training and development.
- Coordinate the organisation of Chambers' social events (both Chambers wide and staff only) with input from HoPM and FM.
- In conjunction with HoPM, identify wellbeing needs of staff and members and possible initiatives and prepare any proposals for the SC or Wellbeing and Resilience Committee (WRC).
- In conjunction with the SC, ensure new employees have copies of their employment documentation and where to find such documentation on Chambers' information management system.
- Deal with the staff grievances in accordance with the Staff Handbook.

### Governance

- Ensure the implementation and maintenance of governance arrangements to comply with all relevant legislation and best practice to deliver an efficient, secure and accountable organisation. This includes managing Chambers' GDPR compliance.
- Advise and assist members of Chambers in relation to governance issues including data protection compliance, professional insurance and professional registration/training requirements.
- Research and advise on potential changes to the governance of GCN.
- Be responsible for devising and implementing health and safety and environmental policies.
- Contribute to creating, implementing and maintaining a secure Chambers' information management system.
- Be a point of reference on the staff side for equality and diversity. Advise the SC and Chambers' Equality and Diversity Committee (EDC) of any issues.

### **Person Specification**

- Extensive relevant experience in organisational administration.
- Experienced and effective team leader and team member.
- Imaginative, self-motivated and forward thinking.
- Strong ability to self-direct and self-manage.
- Preferably with experience in the legal sector.

Garden Court North Chambers is a barristers Chambers committed to the advancement of social justice through adherence to the rule of law and the promotion of fundamental rights.

We occupy modern spacious premises in Blackfriars House, a Bruntwood Works pioneer building offering a collaborative working space with a library and podcast room, a high-spec auditorium and a communal lounge and independent coffee shop.

We offer excellent working conditions in a friendly and modern environment; training opportunities; annual pay reviews; a contributory pension scheme; and 25 days' paid annual holiday in addition to statutory bank holidays and any weekdays when Chambers is closed.

**Applications should be by letter and a detailed C.V. via Chambers' website at <https://gcnchambers.co.uk/join/staff-vacancies/>**

**Informal discussion in strictest confidence by email or phone is welcome, please contact: Kerry Smith [kasmith@gcnchambers.co.uk](mailto:kasmith@gcnchambers.co.uk), 0161 817 6377**

**Closing date for applications: 6 September 2021**