

RUPERT HARRIS CONSERVATION CONSERVATORS OF FINE METALWORK, HISTORIC AND MODERN SCULPTURE



By Appointment to
Her Majesty The Queen
Conservators of Metalwork
and Sculpture
Rupert Harris Conservation
London

JOB DESCRIPTION & FURTHER INFORMATION

- Role:** Office Manager / Team PA
- Salary:** £28,000 to £30,000 per annum (depending on experience)
- Hours:** 9am – 5.30pm, Monday to Friday
- Holidays:** 20 days per year plus public bank holidays
- Location:** Fawe Street is in Poplar, East London.
Tube: Bow Road, 15-20 minutes' walk
Docklands Light Railway: Langdon Park, 3 minutes walk
Bus: 15, 115, D6, D8, 5 minutes' walk.
Daily car parking is not available.
- Closing date:** 22nd October 2010
- Start date:** December 2010 / January 2011
- Interview dates:** Provisionally scheduled for week commencing 8th November
- References:** Two referees will be required. Referees will only be contacted with your permission after interview.
- Disabled access:** We regret that our premises are on two floors and there is no wheelchair access to the building and no lifts within the building.

Background to Rupert Harris Conservation

Rupert Harris Conservation was established in 1982 and was appointed Metalwork Conservation Advisor to The National Trust in the same year. Since then we have built a reputation as the leading conservators of metalwork and sculpture in the UK.

Our work covers bronze, lead, zinc and electrotpe sculpture; modern and contemporary art; historic lighting; gold and silver; jewellery; fine ironwork; arms and armour; ecclesiastical metalwork; casting and replication; gilding; consultancy and maintenance. Our Conservators work throughout the UK and abroad.

Our clients include the National Trust, English Heritage and the Royal Collection as well as most major museums, art galleries, city councils, architects, auction houses and private collectors.

We employ one Office Manager / Team PA, one Special Projects Manager and seven Conservators. Our current Office Manager / Team PA has been in the role for the last seven years and is leaving due to a move to Yorkshire, however she will be present to hand over the role to ensure smooth transition and it is anticipated that this will take approximately three weeks.

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The role of Office Manager / Team PA is central to the continued success of the business, not least for our professional reputation and commercial effectiveness. It is therefore viewed as a senior role within the organisation, which carries high responsibility.

The working environment at Rupert Harris Conservation is democratic and informal.

Person Specification

- We require you to have at least five years' experience in an administrative role in a field relevant to our own.
- We would prefer you to be educated to degree level.
- You will need excellent communication skills for dealing with clients, suppliers and colleagues.
- You will be required to take on the full responsibility of the day-to-day administration of the organisation and therefore must possess key skills and knowledge in the areas of administration, including good knowledge of Word and Excel specifically and preferably PowerPoint, Entourage and Photoshop.
- You will be extremely computer literate and experienced in using Apple Mac computers rather than PC's.
- You will have excellent numeric skills including an understanding of all aspects of the financial management of a small business, or to be able to demonstrate other relevant financial experience and a willingness to learn.
- Your written and spoken English will be excellent.
- You will be able to work on your own initiative and will be flexible in order to constantly reprioritise your tasks in response to the needs of the conservation team.
- You will be extremely trustworthy and be able to demonstrate that you have been in positions of responsibility in previous roles.
- You will have great organisational ability and a scrupulous eye for detail.
- You will be a self-motivated, responsible and conscientious person with a positive outlook.
- Other personal qualities required include maturity, confidence, commitment, honesty, discretion, patience, sociability, and an active enthusiasm for our field of the conservation of historic properties and fine art.

Job Description

The job title is split between Office Manager and Team PA to suitably reflect the diversity of the role.

The Office Manager role relates to the full administration of the business from petty cash and ordering of stationary through to strategic planning and financial objectives.

The conservation team at Rupert Harris Conservation also requires a reasonable amount of administrative support and the title of Team PA reflects this. Primarily you will be PA to Rupert Harris, this will involve his diary management and correspondence, in addition you will assist the Conservation team (8 full / part time Conservators) in report writing, diary management and logistics.

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Office Manager

The day-to-day running of the business includes the following:

- Answering the 'phone and emails - being the first point of contact for the clients - and liaising between the clients and the conservation team.
- All aspects of financial management including bought ledger, sales ledger, banking, payroll, forecasting, profit monitoring etc. and implementing strategies for ensuring continued economic success.
- In conjunction with Rupert Harris, overall analysis of market trends, long term planning and implementing clear financial objectives to ensure that the company remains competitive, efficient and highly respected.
- Managing relationships with and between clients, suppliers and colleagues. Providing information, support and advice to facilitate the progress of projects from first contact through to completion.
- Updating our ongoing planning lists to aid the conservation team to manage and schedule their practical work.
- Organising and guiding the conservation team (currently eight conservators) on work priorities and projects and delegating responsibility to them for new projects.
- Fostering a high level of service to clients at every point and safeguarding our professional reputation.
- Maintaining Health & Safety records and producing Health & Safety documentation, with the assistance, when required, of the conservation team.
- Maintaining all records and files for all current and completed projects, our supplier database and archive.
- Ensuring all project documentation filled in by conservation staff is accurate, including their timesheets.
- Administration of recruitment, interviewing and assessment of new employees and dealing with disciplinary procedures for current employees.
- Managing the maintenance of the computer equipment and backing up all data.
- Managing the maintenance of all office machinery including the telephone system and printers.
- Ordering of services from other companies including materials, equipment etc.
- Organisation of the office and tearoom including ordering of all stationary, office supplies plus tea, coffee and cleaning products etc.
- Managing the post and booking couriers.
- Managing and keeping tabs on the digital cameras and ensuring that they are ready to use when needed.
- Ensuring that our company recycling policy is adhered to.
- The role does not include bookkeeping as this is carried out by an outside body, but does involve the preparation of all paperwork, invoices etc supplied to the Accountant, so an understanding of bookkeeping practice would be an advantage.
- The role also currently does not include the following, which will be carried out by the Special Projects Manager: management of the photographic archive, website, publicity and marketing, development of databases and other appropriate special projects which may arise.

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Team PA

The Team PA element of the role includes the following:

- As PA to Rupert Harris you will be required to filter requests for Rupert's time and to assist in managing his workload.
- You will also manage Rupert's busy diary.
- You will assist Rupert with his correspondence via email and letter and ensure that any information generated is filed in the correct place.
- You will be required to assist Rupert in writing reports and producing PowerPoint lectures.
- As Team PA you will be asked to type all correspondence, emails and reports (including writing full reports from the conservators' notes) on behalf of the conservation team.
- It will be vital that you maintain the company style in all documentation that leaves the office.
- Maintaining the diary in liaison with the conservation team and assisting them in planning and logistics for conservation jobs within London, nationally and occasionally internationally.
- You will book transport and accommodation on behalf of the conservation team.
- You will place orders for materials and equipment from companies as and when requested by Rupert Harris or the Conservation Team.
- Providing the conservation team with petty cash and managing their expenses claims.
- Downloading of photographs from cameras used by the Conservators and the sorting and filing of photographs.
- Should it be required you will make minutes at team meetings and subsequently circulate the information.

Please note that the length of the above list may seem a little daunting however the reality of the day to day running of the business is that there are busy and slow periods and some of these tasks are intermittent.

Once the systems are mastered the above workload should be doable for the right candidate.

There is also some opportunity to make your own mark by improving the existing processes within the business.

*To apply for the position described above, please email a full CV and covering letter to Rupert Harris, to be received on or before **Friday 22nd October***

mail@rupertharris.com

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