

HR and Office Manager

Part time, based in Escrick, York

Kleijnen Systematic Reviews (KSR) Ltd is an independent research company that produces and disseminates systematic reviews and health technology assessments of research evidence in health care. KSR was established in 2005 and is based in modern offices south of Escrick, York.

As a result of retirement we are looking to recruit a HR and Office Manager to work closely with the Managing Director and the Finance and Operations Director.

KSR is currently moving to an Employee Ownership Trust (EOT) and the post holder will have substantial involvement in this process and will be able to share in the future benefits this will bring.

The post holder must have substantial experience of HR and staff management. KSR is a small company, currently employing 27 staff, so a flexible attitude and willingness to take on any task necessary for the smooth running of the company is essential.

Responsibilities include the following:

HR management

To include, but not limited to:

- Recruitment
- Development, maintenance and review of HR policies
- Staff contracts
- Freelance contracts
- Sponsorship (key contact for UK Border Agency)
- Managing day to day HR issues
- Maintaining records of absence and managing absence issues
- Taking the lead when dealing with any substantial HR issues

Office management

To include, but not limited to:

- Line management of the Administrative team of three staff
- Liaising with external support services (e.g. cleaning company, alarm company)
- Health and safety
- Fire safety
- First point of contact for maintenance issues and ensuring these tasks are completed
- Updating and maintenance of KSR's website and other social media tools
- Telephone system
- Providing supplies

The successful applicant must have, or be able to demonstrate, the following:

	Essential	Desirable
Substantial experience (minimum three years at a senior level) in human resource management	✓	
Substantial experience (minimum three years at a senior level) in office/operations management	✓	
A qualification in HR management		✓
Able to plan, organise and co-ordinate your own workload, work accurately to meet deadlines and manage conflicting priorities by prioritising key tasks.	✓	
Experience of handling confidential information	✓	
Able to communicate confidently, positively and appropriately with KSR staff and external contacts both verbally and in writing.	✓	
Ability to use own initiative with a proactive approach to problem solving.	✓	
Demonstrate excellent IT skills and a proven ability and experience of working with MS Office and the internet to produce documentation and maintain accurate records.	✓	

Training will be provided by attending courses and 'on the job'.

We offer an attractive salary, with a guaranteed 5% annual increment, permanent contracts (subject to a probationary period), profit related bonuses and flexible working hours. The post is based in KSR's offices, which are located at Escrick Business Park, approximately eight miles south of York. The post is offered on a part time basis of 60% full time equivalent, to be worked over three, four or five days (Monday to Friday).

Informal Enquiries

Prospective applicants who wish to discuss the post should contact Robert Wolff (robert@systematic-reviews.com) or Jeanette Kleijnen (jeanette@systematic-reviews.com) by email.

How to apply

Please send your CV with covering letter to Jeanette Kleijnen, email jeanette@systematic-reviews.com. The covering letter should clearly explain your suitability for the post in light of the criteria identified above.

Closing date: 26 May 2021