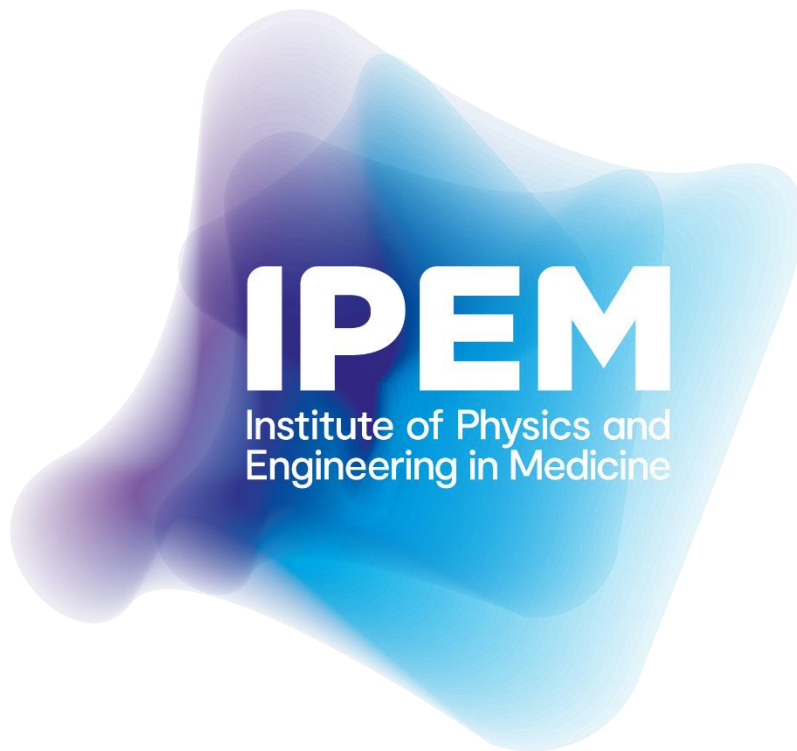


Information for Applicants

Operations and Governance Administrator

Part Time - 30 hours per week

Temporary role (6 months initially)



Fairmount House

230 Tadcaster Road

York YO24 1ES

Registered Charity No. 1047999

Reg. Company No. 3080332

No agencies please

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1. ADVERTISEMENT

Institute of Physics and Engineering in Medicine

Operations and Governance Administrator

Part time – 30 hours per week

Temporary - 6 months contract initially

Salary: £25,200 per annum (£20,432 pro-rata)

plus valuable benefits, including non-contributory pension of 14%

Based in York, the Institute of Physics and Engineering in Medicine (IPEM) is an Educational Charity which acts as a Professional Body and Learned Society for a growing membership of more than 4,700 scientists, engineers and technologists working in hospitals, universities, and healthcare industries.

IPEM is looking for an enthusiastic, proactive individual to support colleagues and volunteers at our office on Tadcaster Road, York. The main focus of the job is to ensure that our office is a pleasant place to work for everyone and that our volunteers have the necessary administrative support to carry out their duties. The role works very closely with the Operations and Governance Manager who is accountable for the office and employee well-being.

Having experience in an office-based role is essential, alongside a supportive and enthusiastic attitude towards work. The role is varied and interesting, with some regular routine tasks and some unusual requests that will require problem solving skills. You will support IPEM's day-to-day operations, ensuring smooth and efficient business processes. This role involves administrative tasks, coordination, and communication to help optimise the operational workflow. You will need to be organised, detail-oriented, and able to manage multiple tasks with a high level of accuracy.

The role will primarily be based in our offices in York, but some travel within the UK may be required from time to time. IPEM promotes flexible working for staff. We ask all new staff to be office based for the first 6 months to facilitate training and relationship building with a range of colleagues in the office. A formal flexible working request will be considered earlier.

Closing date for applications is 12pm Friday 9th August

Interviews are expected to be held in person at Fairmount House within 3 weeks of the closing date.

2. JOB DESCRIPTION

Job Purpose

1. To provide administrative support for all business operations and governance tasks
2. To support colleagues by organising and maintaining Fairmount House as a safe and pleasant workplace
3. To provide general support to colleagues, working at the direction of the Operations and Governance Manager and to specific areas of the business in times of peak workload.
4. To assist the Deputy CEO/CEO when required

RESPONSIBLE TO: Operations and Governance Manager

ACCOUNTABLE TO: Operations and Governance Manager

KEY RESPONSIBILITIES:

1. HR and Operations

- Assist with staff recruitment, advertising roles, bookings interviews and requesting references
- Draft and send pre-employment documents
- Support the onboarding process of new IPEM colleagues
- Maintaining all personnel files, keeping records up to date and within data retention periods.
- Maintain and update operational policy and procedure documents on Sharepoint
- Raising purchase orders
- Identify and suggest improvements to operational processes
- Assist in implementing new procedures and technologies
- Assist in project management and execution of operational plans

2. Facilities Management

- Arranging internal & external meetings at Fairmount House
- Setting up meeting rooms and clearing away afterwards
- Receiving visitors, offering refreshments when appropriate
- Ensure post is opened and distributed
- Main contact for contractors on site, maintain relationships with existing and new suppliers
- Carry out weekly fire alarm test

- Carry out monthly office inspections in line with IPEM's Health and Safety compliance obligations
- Handling any low level or short-term repair and maintenance issues in the building
- Maintain stock levels and supplies in the office
- Act as a point of contact for staff and guests to report problems, damages or shortages
- Other ad-hoc duties that make the office a nice place to be
- Keeping the building tidy and presentable, managing recycling and storage areas

3. Governance

- IPEM Prizes and Awards admin, processing grant applications and communicating with members
- Volunteer recruitment, advertising roles on the website, administering applications
- Maintain CRM records and MS Teams sites for senior volunteers and trustees
- Prepare thank you letters for volunteers
- Maintain the Governance section on the IPEM website
- Assist in organising Trustee and President's Advisory Committee Meetings, including booking venues, travel and accommodation

4. General admin and other ad-hoc duties

- Diary and inbox management support for Deputy CEO/CEO
- Booking travel and accommodation for Senior Leadership Team as required
- Booking staff socials, all staff meetings and staff charity/wellbeing activities
- Any other ad-hoc duties that make IPEM a nice place to be

3. PERSON SPECIFICATION

IPEM is an equal opportunity employer and is committed to creating a diverse environment, which means that we believe no element of your identity, including your economic background, culture, ethnicity, disability, health, gender identity or your sexuality, should be left out of the workplace. All suitable applicants will receive consideration for employment without regard to protected characteristics such as race, religion, sex, gender identity or expression, sexual orientation, marital status, disability, and age.

Essential	Desirable
<ul style="list-style-type: none">• Educated to A level standard or equivalent with a GCSE C grade or above in English and Mathematics• Excellent organisational skills• Excellent written and verbal communications skills• Ability to manage multiple activities at one time• Microsoft 365 packages• Self-starter and proactive approach to work• Excellent inter-personal skills, resilience and integrity• Ability to work with a wide range of, potentially senior stakeholders, both internal and external• Able to provide friendly courteous and professional welcome and assistance to visitors, members, meeting attendees and others	<ul style="list-style-type: none">• Experience in an administrative role• Experience of HR, facilities management or governance role• Knowledge of finance systems and CRM systems

4. REWARDS AND BENEFITS

- Salary:** £25,200 annually, (£20,432 pro-rata). Salary scales effective from 1 April 2024 and are normally reviewed on 1 April each year. IPEM terms and conditions of employment are set out in individual contracts of employment and the Staff Handbook.
- Pension:** Eligible workers will be automatically enrolled in the Aviva Workplace Pension Scheme in accordance with the company's obligations under the Pensions Act 2008. Full details of the Scheme, including your right to opt out, will be provided by Aviva Insurance Ltd. IPEM will make a contribution to this scheme at a rate of 14% of your annual salary; you do not need to contribute anything.
- Hours:** The standard working week for full-time employees is 37 hours. This role is offered on a part time basis of 30 hours a week.
- Flexitime** A flexible working hours' scheme is in operation, which is designed to provide necessary operational flexibility. Core business hours are 10am – 4pm.
- Holidays:** The annual holiday entitlement will be at the rate of twenty-five working days per year for full-time staff and pro-rata for part time staff in addition to official bank holidays. This rises by one day on 1 January following the completion of each additional year of service, up to a maximum of 30 days.
- Office:** IPEM's head office in York is situated in a large Victorian terrace house which was converted from hotel use to offices in 1998. The office is on Tadcaster Road, near York Racecourse, about 0.8 miles from York Rail Station and within easy access of the A64 York bypass. Car parking is available at the rear of the offices. The address is Fairmount House, 230 Tadcaster Road, York YO24 1ES.

The principal offices are on the first floor of the building with the ground floor being used, for reception, meetings, and services.

There is an accessible WC on the ground floor and full wheelchair access to the ground floor from the rear (car park) entrance and throughout the ground floor.

IPEM promotes flexible working for staff. After 6 months of employment, IPEM will agree, where appropriate and at its discretion, to an employee working either permanently at home, regularly at home or from home on an ad-hoc basis.

Team: IPEM employs 30 members of staff and has a staff training budget. It also operates annual appraisals, with informal mid-year reviews, at which training or development needs can be identified.

5. ABOUT IPEM

IPEM's Mission

Improving health through Physics and Engineering in Medicine

IPEM's Vision

Developing the professional, improving healthcare, transforming lives together

IPEM's Values

Trusted - The leading voice in improving health through physics and engineering

Inclusive – Enabling a diverse and Inclusive professional community

Progressive – Delivering innovative practice development for the public good

We are a staff team with integrity, we are confident and collaborative.

IPEM's area of strategic focus are:

Professional Development – Providing excellent learning and development services that meet the needs of the professional community of physicists, engineers and technologists working in physics and engineering in medicine and biology in hospitals, academia, and industry.

Community – Growing and nurturing a vibrant community of practice through our membership, with high professional standards at its core, outstanding volunteer engagement and real commitment to equality, diversity, and inclusion.

Leadership – Championing the importance of professional knowledge, identifying and raising awareness of the key challenges that lie ahead for physics and engineering in medicine and biology, and being a trusted and effective voice for the profession,

6. EQUALITY STATEMENT

Our Commitment

Our strategic values (Trusted, Inclusive, Progressive) influence everything we do. When it comes to staff diversity we are fully committed to change and to making this organisation and our membership more inclusive and diverse. We want every single person in our community to be able to bring their authentic and best self to work every day.

We welcome every applicant regardless of race, religion, sex, gender identity, sexual orientation, marital status, disability, and age.