



## Be.EV: People & Office Operations Manager

📍 Manchester City Centre

🕒 37.5 Hours per week

👤 Reporting to Co-Founder and COO

### 🔍 About the role:

We are looking for a **People & Office Operations Manager** who will lead all Be.EV HR activities for the team alongside the smooth running of office operations ensuring a positive environment to work in.

As the sole HR person onsite, you will take full responsibility and be the primary contact for HR queries in addition to owning the full Employee Experience Lifecycle and associated tasks through Talent Acquisition, Onboarding, Performance, Engagement, Learning and Reward.

We have a thriving site in central Manchester where you will work closely alongside the Office Manager sharing responsibility for general office duties and EA support.

### 🤝 Key relationships

Reporting into the Co-Founder and COO for HR Operations with a dotted line into the Office Manager.

The Management Team and People Managers are key stakeholders that you will engage and influence to effectively drive the Be.EV Employee Experience.

### 🚀 What you'll be doing – HR:

- First point of contact for day-to-day HR support offering an efficient and positive service to the Team
- Own and lead on all HRIS activities ensuring that our HRIS is central to how we operate and drives both Employee and People Manager Self-Serve.
- Use People Analytics to provide valuable insights into engagement and actions to be taken to maintain a positive and high performing environment



- Provide Talent Acquisition support from initial requirement identification, through Hiring Manager support in process to offer/onboarding. Track all on-going recruitment and update agreed metrics accordingly
- Own and develop the Onboarding process and materials ensuring all new hires have the best possible start
- Own and lead on Performance Management activities supporting the team with process for Objectives Setting and Reviews via our HRIS and ultimately driving individual and business performance.
- Oversee the company LMS and audit in terms of usage etc. Manage and coordinate other L&D discussions and act as SME for identifying suitable additional development and training partners as and when required
- Be the primary contact for Benefits providers and regularly review Benefits being offered and look to enhance/improve the current offer, in line with budget constraints
- Proactively identify operational and cultural areas that could be improved in line with equality, diversity and inclusion ambitions of Be.EV and implement changes in conjunction with Management team support
- Oversees existing HR Policies and will amend/update where and when appropriate

#### **What you'll be doing – Office:**

- You will be the first point of contact for the office internally and externally ensuring the smooth running of office operations and therefore a positive experience for anyone onsite
- Own general office duties for the team as and when required including - printing, scanning, copying, stationary, catering requests.
- Given we work mostly onsite, meeting room management is key to our day-to-day working and you will own this
- Hotel, travel and logistics bookings are required for the team and/or external partners which you will lead on when needed
- Fire Marshall checks and responsibilities in line with our duties onsite
- Office cleanliness and maintenance ensuring a compliant and comfortable work environment
- Ad-hoc admin support and requests from the team



- Holiday & Sickness cover for Office Manager/EA assisting with diary management for the exec team.

### **What we are looking for:**

#### **You:**

- An advocate for pragmatic People and Culture delivery – doing what’s right for individuals and the organisation
- Excellent communication skills both written and oral therefore you’re able to quickly build personal credibility
- Your style is to take ownership and accountability and you “get the job done”
- Strong planning and organisational skills and can self-direct using your own initiative
- You can advise and influence at all levels and feel confident to challenge
- Positive, creative and solutions focussed
- Calm under pressure and able to meet tight deadlines
- Agile and flexible when required given the changing demands of startup

#### **Essential:**

- Strong HR experience in a start-up/SME environment
- Previous experience working in office management as an Administrator or PA
- Effective management of all end-to-end people related policies and processes within the Employee Lifecycle
- Comprehensive knowledge of current key employment legislation and best practice guidelines
- Strong knowledge of management and functional application of HRIS (ideally HiBob or similar) and other HR-related Tech (OfficeVibe)
- Knowledge and experience of managing different contractual relationships (casual workers, contractors, employees etc)
- A proven track record in modernisation and HR process improvements



- Ability to explain and advise on complex HR matters to an audience unfamiliar with certain terminology, processes and policies
- Comfortable analysing both qualitative and quantitative data
- HR Project Management delivery

**Desirable:**

- CIPD Qualified or equivalent experience
- Educated to Degree or similar