



OFFICE MANAGER – 8 MONTHS FTC (MATERNITY COVER)

**PPL
PRS**
United for Music

Jazz, Hip-hop, Punk, Opera, Country, Rock and Delta Blues. Different music genres but all with roughly the same objective – to move our emotions, they just get there in different ways. That’s how we think of people too, all unique, with slightly different ways to get the job done and we are very excited to see how your journey will evolve in our passionate and collaborative company!

Who is PPL PRS?

PPL PRS Ltd is a new company in Leicester’s city centre, a joint venture between PPL and *PRS for Music*, dedicating to providing the best music licensing experience in the world. At PPL PRS, we champion the music we all love to make sure its creators and performers are fairly rewarded for their work.

We will transform music licensing in the UK with the launch of TheMusicLicence, we are passionate and truly believe in protecting the value of music, so working at PPL PRS is about collaborating with others who share this passion to deliver a truly excellent service.

If your passion for music is anything like ours, then you’ll jump at the chance to help shape something vital to the future of the music industry. You might not get a standing ovation or get to headline Glastonbury, but your contribution will be equally as important, helping to support the members of PPL and *PRS for Music*, including some of the world’s biggest artists as well as the tens of thousands of writers and musicians who have turned their passion into a career.

What are we looking for?

We are looking for an experienced Office Manager to lead facilities and services for all departments, as required, and in accordance with budget, objectives & priorities, to manage the Receptionist and provide excellent Customer service to the business when undertaking the day to day facilities requests and ensuring the building is maintained to a high standard.

The role

Premises & Equipment

- To ensure efficient and effective management of security to our demise within the building. To include management of access control system & CCTV and contractor that provides them. CCTV to be managed / accessed in line with company policy.
- To ensure that Reception is providing a quality service to visitors, contractors and colleagues at all times. That stationery, catering & meeting room supplies are kept up to date and kitchens stocked, that post is managed timely and effectively and that the Reception and Facilities inboxes are managed well.
- To successfully manage Receptionist as part of facilities team, ensuring that services are run / provided in an effective, efficient manner.
- To manage office printing services for the company ensuring that printers are well-maintained, monitor servicing and supplies and ensure that breakdowns are attended to in accordance with contract agreements.
- To ensure that office interiors and surrounds are kept in good repair & maintained to high standard in keeping with company’s / landlord’s requirements – create & use periodic checklists to check state of repair and engage relevant contractors to carry out works according to requirements and budget.
- To manage contracts with and contract renewals for all services provided by 3rd parties including but not limited to Cleaning contractors, M&E, Audio/Visual, Security, Vending & Car Leasing.
- To be responsible for managing all maintenance contractors and 3rd parties providing any facilities services on the premises ensuring that they provide relevant RAMS and adhering to site H&S requirements.
- To ensure M&E equipment is maintained to optimise its technical performance.
- To keep maintenance records demonstrating that equipment is maintained to achieve technical, statutory & H&S compliance standards.

- To plan preventative maintenance for any and all equipment as well as for M&E, water supply, meeting rm doors, fire alarm system
- To liaise with Landlord / Building Management regarding anything that affects offices and surrounding area, reporting any faults following up to ensure they carry out any works required by them to be carried out as part of lease agreement.
- Attend tenant meetings, raising any relevant issues. Maintain good relationships with other tenants allowing for quick resolution of any issues that may arise.

Risk, Governance & Compliance

- Be responsible for all aspects of ensuring that we are compliant with current H&S legislation by:
 - Negotiating contract and level of service with H&S consultants according to business needs
 - Recruiting for and providing H&S training to staff as and when required to do so
 - Carry out, update and publish Risk Assessments for all staff to see
 - To conduct visual audits and periodic checks and maintain corresponding records as required in order to comply with statutory obligations and to take corrective actions where necessary including preventative maintenance plans, modified designs and replacement proposals.
 - Deliver H&S inductions to all new starters and document, ensuring they're aware of all the relevant processes and information
 - Liaise with building management to conduct regular fire alarm tests / fire drill evacuations, communicating 'lessons learned' afterwards and conducting de-brief for Fire Marshals
 - Ensuring Fire safety equipment is present, maintained and tested to ensure full working order, keeping records accordingly
- Ensure business is fully compliant with any requests by government agencies or other relevant bodies for information we are required to provide (eg: ESOS)
- Facilitate annual insurance renewals, liaising with broker and ensuring any relevant information is gathered and delivered in a timely manner
- Provide relevant input for all aspects of producing, planning & preparing for and implementing Business continuity plan
- Manage company car fleet effectively & efficiently using external suppliers and in accordance with the agreed company policy. Maintain appropriate records for insurance and health & safety reasons. Maintain insurance schedule ensuring that it is kept up to date and that all cars on the road are appropriately insured. Conduct annual driving licence checks. To keep records of monthly car checks ensuring any damage is reported and rectified.
- To respond appropriately to emergencies or urgent issues as they arise including escalating H&S issues, risks and incidents to management as necessary

Other

- To liaise with legal dept. in order to effectively negotiate contracts ensuring that they meet standards and are cost effective.
- To provide input into quarterly / annual budget planning for facilities ensuring that all departmental costs are maintained within agreed budget.
- To manage and implement all office refurbishments, projects and office moves as required causing minimal disturbance to staff and business operations and are delivered to the agreed programme schedules.
- To develop and maintain positive working relationships with internal and external stakeholders.
- Conduct performance appraisals for direct reports.
- Support recycling and other company environmental compliance initiatives.

Your experience

- A proven track record in Facilities as a supervisor or above.
- Knowledge of the H&S at Work Act 1974 and other relevant statutory legislation relating to building management within an office environment.
- To possess a working knowledge of Health & Safety risk criteria.
- Demonstrate a sound knowledge of good Health & Safety practices.
- Previous experience in a supervisory role.

Person profile

- Customer service driven
- Drive for results
- Team Player
- Planning & organising skills
- Communication and influencing skills
- Leadership and motivational skills
- Proactive

The sort of person we are looking for

You'll find a collaborative spirit everywhere in our organisation. We are a genuine team, working together, looking out for each other and, most importantly of all, united for music.

So, if you're a determined individual who takes pleasure in providing quality customer service, solving problems and seeing projects through to completion, you're probably the kind of person we need... And if you enjoy working collaborative as part of a team, all the better!

Passionate about music too? Now you're really talking our language. And if you happen to think logically, get to the point fast and like to have a laugh along the way, come in, sit down and tell us why you think you'd fit right in.

Even more reasons to join us

At PPL PRS we are very proud of our generous benefits package that every band member (that's right, our employees are called band members) has the opportunity to receive. As well as offering a competitive salary, we also have some great additional perks to make life more fun and financially beneficial for you.

Working for us should be enjoyable and fulfilling and we want to maximise your potential; this is why we will invest in your personal and professional development to nurture your ambitions and reward performance.

- 25 days annual leave, plus statutory bank holidays
- A fantastic pension scheme with an employer contribution of up to 9%
- Working in newly refurbished offices in a fantastic location in the heart of Leicester's vibrant city centre
- Simplyhealth cash plan to look after your health and wellbeing
- Life assurance 4x your annual salary
- £120's worth of music vouchers every year to spend on **anything** music related
- Exciting employee events, from music industry special guests to in-house open mic nights
- Discounted rates on public transport
- Regular discount schemes with local retailers, bars and restaurants
- Eyecare vouchers to help look after the health of your eyes
- 24/7 employee assistance helpline
- Performance based company bonus scheme
- Group income protection benefit
- 'You Rock' Employee Recognition Scheme
- An environment that nurtures ambition & rewards performance
- A company that offers real life progression and development as well as training & education opportunities at every level

Our brand values

Straightforward

Once you get to know us you'll release how down to earth we are. We're fair and friendly, principled and proactive. A straightforward community, not a complex corporate.

Passionate

Music has the power to uplift, overcome and connect people in many ways that no other creative art can. That's why we are passionate and devoted to what we do. Our mission is to deliver a consistently world-class service to enable more people to enjoy and be moved by the music they love.

Collaborative

Benny and Bjorn, Page and Plant, Visconti and Bowie. Collaboration is at the heart of making great music. Maybe that's why its fundamental to our success too. Our doors and minds are always open to your ideas. By respecting and nurturing you, you have the potential to improve the way we work as a collaboration and make our community stronger.

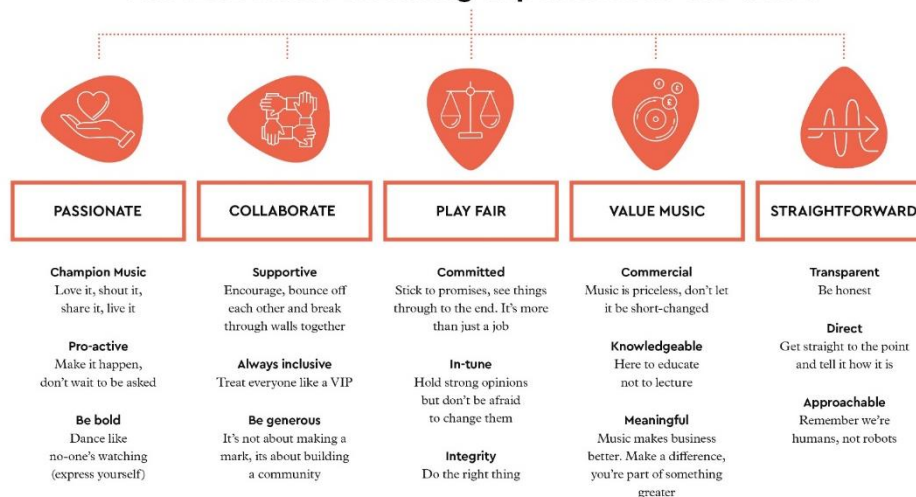
Play Fair

A lot of what we do is based on trust and we expect honesty and transparency from our customers, and we reflect that approach internally with everyone who works for us. We're open minded, but we are fair minded too. Honest, consistent and straightforward, you'll always know where you stand with us. We expect nothing less in return.

Value Music

Music is a powerful force. It uplifts hearts, it binds tribes and it entertains masses. Were here to make sure that the people who create it are fairly rewarded for their talent and effort. It's a simple vision, but one that demands a dedicated commercial approach. Some call it zeal, others describe us as relentless, whatever it is, we believe music is priceless and we don't want the people who create it to be short changed

The Best Music Licensing Experience in the world



How to join PPL PRS and become a band member

Have we stuck a chord? Would you like to join PPL PRS and become a band member? Then we would love to hear from you!

All you have to do is send your CV and a covering letter to recruitment@pplprs.co.uk and tell us what makes you stand out from the crowd and why you think you'd fit right in.

