

## **Dublin Province of the Redemptorists**

### **JOB DESCRIPTION**

**Job Title: Operational Manager**

**Reports to: Rector**

**Location: Clonard Monastery Belfast**

#### **Purpose of the Job:**

This is a new role developed in response to an increasing requirement for support for the members of the community in fulfilling all aspects of staff management, complying with legislative requirements for health and safety, management of property and contracts. There is a small team of dedicated staff across a range of functions and the postholder will be responsible for the day-to-day management of the individuals concerned. The post is permanent and is anticipated to be achievable in 20 hours weekly which can be worked flexibly Monday- Friday.

#### **Principal Responsibilities:**

##### **1. Staff Management.**

###### **Recruitment, training and management of staff**

The postholder will be responsible for all aspects of staff management including:

- the development of business cases for any proposed or replacement post.
- Preparation of job descriptions, arranging advertising and leading the interview process.
- Induction of new staff and management of the probationary process.
- Performance management including undertaking regular staff appraisal and addressing underperformance.
- Management of the system for allocating holidays and ensuring adequate cover.
- Management of sickness absence.
- Dealing with Grievance and disciplinary matters which may arise in accordance with organisational policies and procedures.
- Ensuring that regular meetings take place and that the communication between staff and the community is regular and comprehensive.

##### **2. Estate Management**

The postholder will have responsibility for the overall management of the contracts which are in place with those companies engaged to provide maintenance of the property and will be expected to negotiate with those providing services at the appropriate renewal date. This will include:

- Contracts for heat, light and power, telephone, and internet.
- Contracts for the repair and maintenance of equipment where the internal team cannot resolve the breakdown.
- Ensuring that the monastery and its environs are kept to a high standard of cleanliness and repair.

### **3. Communication**

The postholder will have to ensure that good and timely communication flows between the staff and the rector/house council. This involves:

- Ensuring that there is a pattern of regular meetings with the Rector/ House Council and that the agenda includes matters related to the significant responsibilities of the role.
- Ensuring that there is a regular meeting with staff to provide the opportunity for information to be shared, to discuss matters which staff wish to address and to help with the ongoing engagement of all employees. meetings by way of reporting on staffing issues and ensuring good communication and timely and informed decisions are made.

### **4. Project management.**

The postholder will be required to undertake project work as requested by the Rector/ House Council. This may include the following:

- Contributing to the management of the annual novena in Clonard
- Reviewing and expanding the shop facility
- Other project work as deemed appropriate to the role.

This job description is reflective of the responsibilities as perceived at this time. Any changes to the role will be subject to consultation with the job holder.

Date: **October 2023**

Review date: **October 2024.**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Education & Qualifications	Have achieved 5 passes at O level Grades A-C including English and Mathematics.	Holder of a primary degree in business/ management/ hospitality/or relevant subject.
Experience	Experience in general management over at least 3 years, where staff management and supervision were a significant part of the role.	
Knowledge and Skills	Understanding of project management. Skilled in MS Office, Excel, PowerPoint etc. Ability to manage meetings and maintain good records and processes. Excellent attention to detail, with the ability to prioritise and meet deadlines.	
Personal Attributes	Excellent communicator with good written skills. An ability to work well in a collaborative environment with different individuals. Emotionally intelligent with a high level of self-awareness, and strong interpersonal skills. Comfortable with ambiguity and willing to adapt style to suit different challenges.	
Other Requirements	Flexibility in hours as workload demands.	