

Uplands Team Support Officer – Job Description

Property & equipment management

- **Office** – run the office, overseeing cleaning and maintenance, maintaining all supplies, acting as first point of contact with landlord and overseeing security measures.
- **Student accommodation** – manage the student accommodation in Middleton-in-Teesdale, including overseeing the inventory and acting as first point of contact with landlord for payment of bills, reporting of faults etc.

Health & Safety (H&S) at Work

- **Risk assessments** – maintain up-to-date risk assessment, reviewing content on a regular basis (suggest every two years).
- **Buddy system** – co-ordinate fieldwork buddy system and monitor fieldworker stated return times from a H&S perspective during office hours, including inducing H&S procedures if fieldworker does not return.
- **Next of kin** – maintain up to date next of kin list and ensure it is circulated amongst all staff.
- **First aid** – be the group's lead First Aider. Ensure adequate certified representation of others
- **Fire warden** – be the group's Fire Warden – co-ordinate all necessary fire safety checks (fire extinguishers, smoke alarms, fire exits and drills arrange annual testing of fire extinguishers, fire blankets and emergency lighting).
- **Electrical goods** – arrange PAT testing of all electric equipment (every 2 years).

Communications

- **Telephones** – form receptionist and main telephonist.
- **Newsletter** – lead on the compilation of articles for and production of the twice-yearly team newsletter in April and September, with production guidance from the Trust's Communications Team based at HQ
- **Line manager** – arrange and conduct weekly meetings with line manager to discuss the weekly work programme and any matters arising from the previous week.
- **Team meetings** – organise monthly Uplands Team meetings by collating an agenda and recording action points.
- **URSC** – organise the venue and list of committee attendance at twice per annum Uplands Research Steering Committee (March, November). Assist with preparing papers and minutes when required.

Accounts / budget management

- **External Contracts** – file all active and recently completed external contracts wherever possible using electronic means. Monitor budgeted expenditure for active contracts and arrange invoicing through the Accounts team for payment of contracts awarded.
- **Budgets** – help produce and monitor annual budget for Eggleston office, including student residence in Middleton-in-Teesdale .
- **Expenditure** – check invoices for payment, credit card payment receipts and monthly staff expenses before passing to line managers for signing and supplying paperwork to the Accounts team.

Database Maintenance and Reports

- **Contacts** – maintain moorland contact database, especially develop e-mail contacts, with regular annual updates and co-ordinated inputs from all staff.
- **Field data** – co-ordinate and conduct the input of field survey records gathered by staff into the agreed existing Excel databases.
- **Holiday / TOIL & Sickness** – collate and maintain an electronic record of all Holiday / TOIL, collated monthly from all staff that can be cross-checked if necessary with records maintained on OpenHR.

Staff & students

- **Recruitment** – help recruit annual industrial placement students (and other staff) by liaising internally with GWCT HQ central co-ordinator, participating university programme managers and the students themselves, organising adverts and participating in selection procedures including interviews.
- **Inductions** – provide inductions to new staff and students.

Travel & Vehicles

- **Travel** – arrange staff travel (booking flights, trains, hire cars) to staff conference, meetings and other events as required.
- **Vehicles** – book Trust vehicles into local garage for annual MOT's and services, repairs when faults identified by weekly checks.
- Arrange for disposal of vehicles when no longer required and assist with purchasing / hiring of replacement vehicles.
- Required to have a full UK driving licence

Miscellaneous

- Assist with project fieldwork tasks, including transcribing data and contributing to ecological and hydrological surveys.