**Operations Manager at H Power Group – Job Specification.**

**Position:** Operations Manager
**Employment Type:** Full-Time with 4 days based in the main office in Windsor.
**Reporting To:** Operations Director

**Salary:** £42k - £45k dependent on experience plus pension and comprehensive private healthcare.

**Holiday entitlement:** 20 days plus additional time between Christmas and New Year on top of entitlement.

**Role Overview:**

The Operations Manager will be primarily responsible for managing flagship events, with a special focus on the Royal Windsor Horse Show. The role involves overseeing all aspects of event operations, including pre-event contractor specification and liaison, cost control, purchase orders, site plans, drawing management, build and de-rig schedules, and managing a team of temporary staff onsite. This role will involve onsite for the duration of working days of build & de-rig at Royal Windsor Horse Show. While the Royal Windsor Horse Show is the primary responsibility, other events throughout the calendar year will also fall within the scope of this role.

**Key Responsibilities:**

* **Contractor Liaison:** Manage pre-event contractor specifications and maintain effective communication with contractors.
* **Cost Control:** Monitor and control costs to ensure events stay within budget.
* **Purchase Orders:** Manage the process of raising and tracking purchase orders.
* **Site Plans and Drawings:** Oversee the management, and implementation of site plans and drawings.
* **Build and De-Rig Schedules:** Develop and manage schedules for event build and de-rig operations.
* **Team Management:** Oversee and coordinate a team of temporary staff during event build and de-rig phases.
* **Problem Solving:** Handle any onsite issues and ensure smooth operation of events.
* **Internal Liaison:** Working across all the H Power revenue team departments, in order that all their requirements are dealt with and included in the operational plan.
* **Adaptability:** Be prepared to adapt to changing circumstances and requirements, as no two days will be the same.

**Requirements:**

* **Experience:** Proven experience in event management, particularly large-scale events.
* **Leadership Skills:** Strong leadership and team management skills.
* **Organisational Skills:** Excellent organizational and time management abilities.
* **Communication Skills:** Strong written and verbal communication skills.
* **Attention to Detail:** High attention to detail to ensure all aspects of the event are meticulously planned and executed.
* **Flexibility:** Ability to work flexible hours, including evenings and weekends as required.
* **Problem Solving:** Strong problem-solving skills and the ability to remain calm under pressure.
* **Team Player:** This role is about being part of a team at H Power International and involves liaison and work across all other departments.

**Additional Information:**

This role requires a dynamic individual who thrives in a fast-paced environment and is capable of managing multiple tasks simultaneously. The successful candidate will have a hands-on approach and be prepared to oversee all aspects of event operations to ensure their successful execution.

All roles at HPower are on condition of a successful Royal Household security screening.