

OXFORD SIGMA JOB DESCRIPTION

29th December 2024

Job title:	Operations Manager
Job location:	Oxford City Centre, UK
Hours:	Full-Time (37.5 hours per week) or Flexible
Salary:	Competitive
Reference:	OS-JA-OPSMGR-01

Company

Our vision is to tackle energy security and climate change by accelerating the commercialisation of fusion energy. **Our mission** is to deliver materials technology, materials solutions, and fusion design services in order to assist fusion delivery.

About us: We are a small, organically grown, company owned and operated by scientists and engineers, with our roots and headquarters in Oxford. We have established ourselves as a highly respected technical service supplier for the fusion energy market, within both the private and public sectors, nationally and internationally. We are equally a research and technology development company developing novel disruptive materials and design technologies to help in the required fundamental shift for the world's clean energy future.

Role

We are expanding our wider team to support the business in bringing materials solutions for fusion. This role will include the following duties:

- Supporting the Executive Team in implementing the company's strategic outlook.
- Managing HR duties covering tasks such as recruitment, onboarding, appraisals, regulatory compliance and training.
- Financial forecasting and management including the preparation of annual budgets and cash flow management.
- Creating and keeping up to date company policies and procedures.
- Managing the Quality, Health, Safety and Environment (QSHE) aspects of the business.
- Contracts management.
- Programme management through the oversight of all projects within the business.
- Line management and mentorship of junior employees.

Qualifications & experience

Ideally, you will have some of these:

- Track record in operations management, including supply chain management, HR management, financial management, project management, and experience of work in both the public and private sectors.
- Skills in leadership, team management, strategic planning, problem-solving, budget management and risk analysis.
- An ability to communicate technical concepts.
- Good verbal and written communication, and presentation skills.
- A willingness to learn new things and to change your mind with new knowledge.
- A desire to build business and strategise for the future.

Eligibility

The candidate must have the right to work in the UK.

Our benefits

- 28 days annual leave pro-rata
- Company bonus scheme
- Flexible working around core hours
- Company pension scheme
- Cycle to work scheme
- Enhanced parental pay
- Inclusion in the Business Health Scheme
- Assist and support chartership progression with the appropriate body.

Additional Information

Underrepresented people are less likely to apply for engineering roles if they do not meet 100% of the job requirements. We are actively seeking these kinds of applicants and believe in hiring people not checklists. If you are interested but unsure if your experience aligns, please get in touch with Jonathan Musgrove (Jonathan.musgrove@oxfordsigma.com) the hiring manager, to discuss if this role or others we are developing may match you as a person.

Apply

We'd love to understand more about you, and why you want to get involved in fusion.

Submit your CV and covering letter (both in PDF format) at www.oxfordsigma.com/careers/ quoting the job reference number.

Applications will be reviewed fortnightly, until the position is filled, or until **17:00 28th February 2025** – whichever comes first.