



# Mark Roberts Motion Control

## Head of Business Operations

Location	Blindley Heath, Surrey, RH7 6JP
Reporting To	COO & CEO
Contract Type	Temporary, 12 Months Maternity Cover, Full Time
Start Date	1 <sup>st</sup> July 2024
Salary	Depending on Experience

### THE ROLE

Based within the Establishment division, this role reports to the COO and CEO and is responsible for all operational efficiency, company governance and compliance, ERP system implementation and management, and management of budget and running of Establishment Division; HR, Facilities and IT.

You will have excellent communication skills and strong experience in a strategic position as your role involves communicating with and influencing many key internal and external stakeholders.

This role requires direct management & active involvement in two key areas: HR and ERP Management and holds singular responsibility within the business for GDPR and CSR activities.

Total team size is 7 and includes direct management of 5 staff members: Senior ERP Advisor, Facilities Manager, IT Manager, HR & Recruitment Officer, and Reception Administrator.

### MAIN RESPONSIBILITIES AND TASKS

#### Operations:

- Periodic qualitative and quantitative review of the Company budget, COS and Expenses.
- Follow up on finding and implementation of found possibilities for cost reduction and improvements.
- Lead of Operations projects, ensuring smooth implementation and running within the business.
- Responsible for NGOs and aligning MRMC Operations Rules to Nikon Global Operations Standards.
- Responsible for reporting on Operations and improvements to Nikon.

#### ERP:

- Responsible for ensuring upgraded system is being developed according to the business needs and priorities.
- Responsible for ERP System improvement and alignment of development to MRMC growth needs.
- Overseeing IT and ERP integrations and co-working approach to projects.

#### HR & Recruitment:

- Strategic review and project planning for HR and Recruitment activities.
- Overall responsibility for Employment Law compliance within the Company
- Managing the HR and Recruitment budget.

- Leading on complex and business critical ER cases.
- Review of HR policies, including generation and sign off.
- Remuneration and Benefit analysis where needed.
- Supporting the Company's structural changes, including expansion, restructuring and redundancies.
- Responsibility and Final Checks on Monthly Payroll, submission of Payroll Journals to Accounts.
- Responsible for review and management of the Company Training Programme.
- Performance Appraisal analysis and identified change implementation.
- Responsible for obtaining and maintaining MRMC Sponsorship license, including renewals and any notifiable changes.

**IT:**

- Working with IT Department to ensure the Company is operational and all IT systems are working and adequate for Company needs.
- Coordinating the planning, organisation and implementation of technology solutions for the Company, including presenting to management with budget proposals and overseeing implementation.
- Coordinating and prioritizing IT work for the department.
- Participate and coordinate in IT incident resolution.
- Working with Nikon IT Security to ensure MRMC networks and devices are secure.

**Facilities:**

- Working with the Facilities department, ensuring all of the Company premises are well maintained, fit for purpose and secure.
- Ensuring the Company is H&S Regulations compliant.
- Liaising with relevant subcontractors on negotiating scope of work and costs, overseeing completion and quality of work.
- Responsible for Facilities and H&S projects from conception to delivery, including budget and timeline management.
- Managing Reception Administrator to ensure Reception and all visitors are handled.

**Audit, Compliance, Data Protection and CSR:**

- Responsible Nikon Internal Audit and J-Sox Audit in cooperation with the COO and Finance
- Responsible for GDPR implementation and maintenance, including regularly updating Privacy Notices and Data Record, obtaining Processing Agreements and reporting Data Breaches.
- Responding to regular compliance requests from Nikon Legal team.
- Overall responsibility for the Company's Anti-Bribery Policy and Nikon CSR and compliance activities.

**SKILLS AND EXPERIENCE REQUIRED**

Education	– Degree level education, preferably in a relevant field (HR, Management, Business Operations)
Professional Skills	<ul style="list-style-type: none"> <li>– 5-7 years' experience as HR Manager in an SME environment is essential</li> <li>– Experience in ERP implementation is essential</li> <li>– Experience implementing or managing GDPR is essential</li> <li>– Proven experience in managing a team is essential</li> <li>– Experience with managing an office or company owned industrial premises</li> <li>– Experience with managing company internal IT systems</li> <li>– Experience with Immigration preferred</li> <li>– Project Management experience</li> </ul>
Personal Skills	<ul style="list-style-type: none"> <li>– Accuracy and attention to detail</li> <li>– Ability to work with minimal supervision</li> </ul>

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- Excellent problem-solving skills
  - Strong leadership and management skills
  - Excellent communication

## THE COMPANY - MARK ROBERTS MOTION CONTROL

We are a robotics company doing some serious hardware and software engineering. By robots we mean 6+ axis robotic arms, large multi axis rigs and 2-3 Axis camera platforms. Our products are used globally in Broadcast studios, Stadiums, Movie Sets and Photography studios to capture motion and stills.

MRMC has been at the front of its field for over 50 years. Starting off from a family business, we are currently a medium sized business thriving and growing bigger every year. MRMC is a Nikon Group Company.

### WHAT WE OFFER

Our success is only possible because of the team effort from everyone and we recognise the individual input of each person throughout our design and manufacturing process at MRMC.

#### Benefits:

- Flexitime; our core hours are 10am-4pm
- Private Medical Insurance, for you and your family
- Dental, Optical and Audiological Cashback Plans, for you and your family
- Electric Car Lease Schemes
- Cycle to Work Scheme
- Optional Salary Sacrifice Pension Scheme
- Generous holiday entitlement
- Generous company sick pay
- Nikon staff discounts
- Ample parking

MRMC receives a large number of applications and we are not always able to provide individual feedback on your application. If you don't hear from us within 15 working days from the date you have applied, it means the application didn't meet minimum requirements to go onto the next stage of recruitment. We value your time and interest in MRMC and encourage you to re-apply if your circumstances change or you find another role with us that is more suitable to your skills and experience.

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*If you apply online for a position with Mark Roberts Motion Control, we will use the information you provide to assist in the recruitment and selection process. Information provided on the application form and CV will be retained in all cases in electronic format and/or hard copy for as long as is required for the purposes of: the administration of your application, consideration for roles in the future, forming the basis of your employment records, if your application is successful, discharging any legal or regulatory requirements. Mark Roberts Motion Control will process your personal data in accordance with our Privacy Policy which can be found on our web-site. If you need more information on how long your data is kept for, which varies, depending on a stage of recruitment you've gone through, please contact us and we will provide relevant information.*

*By submitting your application/CV online you are confirming you have read and accept the above and you are giving your consent to MRMC to process your personal and sensitive personal data for the purposes explained above.*