

Business Support Team Lead

Logika Group

Location: London

Reporting to: Finance Director

Role Location

The role is part-time (up to 0.8 FTE) and based in London with some travel required to our other offices. The role cannot be performed from home and attendance is required in our London office during agreed working hours.

The Company

Logika Group is a leading independent environmental consultancy, underpinned by a growing team of experts in environmental policy, strategy, design, and assessment.

With offices in London, Bristol, Warrington, Brighton, Leeds and Belgium, Logika Group comprises four specialist sister companies: Logika Consultants, Air Quality Consultants, Noise Consultants, and Logika Europe.

Over the last 30+ years, we have achieved sustained growth and honed our provision of high-quality services, while securing a large volume of repeat business from satisfied clients. We were recognised as a 'top 25 leading player' in UK Environmental and Sustainability Consulting by Environmental Analyst.

We pride ourselves on being able to:

- Employ the best people to provide the highest quality advice
- Provide a personal service
- Deliver meaningful work to a high technical standard, which protects and improves the environment
- Design innovative cross-disciplinary solutions

With a proven track record of success, Logika Group has been involved with UK Government expert groups and European Commission working groups, provided expert evidence at Public Inquiries, and helped clients gain planning consent for thousands of projects.

Logika Group is underpinned by our values of **Community, Collaboration and Integrity** – developed by our staff members to reflect our shared principles, approach to our work, and positive company culture.

Responsibilities will include (but not be limited to)

- Lead the administrative team, ensuring efficient completion of daily, weekly, and monthly tasks.
- Oversee shared workloads, prioritise incoming requests, and maintain inbox management protocols for timely response and resolution.
- Evaluate and implement process improvements and workflow automation to increase team efficiency and reduce manual workload.
- Leverage tools and platforms (e.g., Microsoft 365, SharePoint, Power Automate) to streamline routine operations.
- Maintain and ensure the accuracy of internal documentation and procedure guides on our SharePoint Hub.
- Serve as a subject matter expert for all admin-related systems and procedures.
- Support the technical team compiling and writing up large technical multi-disciplinary bids.
- Provide the technical team with high-level bid support, including compiling, formatting, and editing large-scale, multi-disciplinary proposals, reports and internal CVs.
- Support the group's H&S function by maintaining up-to-date records of DSEs, risk assessments, certifications, and regulatory documentation.
- Lead the coordination of ISO 9001 and ISO 14001 internal/external audits, ensuring processes are fully embedded and compliant across the group.
- Support and help coordinate travel arrangements for consultant site visits and director's travel.
- Provide administrative support for social value initiatives, internal events, and committee activities aimed at strengthening team culture.
- Proactive office management duties such as meeting and greeting guests or interviewees, answering and vetting phone calls, arranging couriers, stocking supplies, collecting and dealing with post, arranging trades people for any required office maintenance, organising office cleaners, liaising with the Landlord with any building issues, and any other duties as required.
- Assist the Operations Manager and Finance Director with ad hoc initiatives and strategic business projects as needed.

Skills and experience we are looking for

- Proven ability to lead and manage teams effectively, with a strong focus on time management, delegation, and performance oversight.
- Excellent organisational skills with the ability to manage both personal and team workloads efficiently in a fast-paced, deadline-driven environment.
- Self-motivated and proactive, with a track record of taking initiative and driving tasks through to completion with minimal supervision.
- Strong verbal and written communication skills, capable of liaising confidently across all levels of the business.
- Exceptional attention to detail, particularly in reviewing, editing, and formatting professional documents and reports.
- Demonstrated experience in formatting and managing complex, multi-section documents, including bids, proposals, and technical reports.
- High proficiency in Microsoft Office tools—especially Excel and Word—along with confidence in learning new digital platforms and systems (e.g. SharePoint, Power Automate).

- Ability to balance and prioritise competing demands while maintaining a solution-focused, positive, and collaborative attitude.
- Committed to fostering a supportive team culture and acting as a role model for operational excellence and professionalism.

Qualifications

- 5 GCSEs grades A*-C/9-4 or equivalent (including English and Maths)

What we offer

We are a growing Group of companies that wants to do things differently, with an exciting future that will help you shape and realise your ambitions. You will have a great opportunity to work with a talented and dedicated team and be able to develop your career as the company grows.

Alongside a competitive salary, we offer a range of formal benefits and training, and development programmes to enhance employee satisfaction and professional development. These include, an enhanced pension scheme, private medical insurance, competitive annual leave entitlement which grows with length of service, additional annual leave purchase scheme, rail and bus season ticket loans, cycle scheme, group life assurance, staff training and CPD programme, employee recognition awards, social value programme and more.

Furthermore, we ensure we can support our employees through offering wellbeing programmes and policies that support individuals. These include flexible working, trained mental health first aiders, and readily available support through our Employee Assistance programme.

Logika Group's Equal Opportunities Policy is to ensure that no applicant receives less favourable treatment on the grounds of age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

How to apply

Please apply using the application form on our website – www.aqconsultants.co.uk/careers.

If you have any questions regarding the role and/or Group, then send them through to careers@logikagroup.com

Further information is available on our websites:

www.aqconsultants.co.uk | www.noiseconsultants.co.uk | www.logikaconsultants.co.uk