

BRISTOL OLD VIC

JOB DESCRIPTION

Post: HR Officer

Responsible to: Engagement Director

Background and context

Bristol Old Vic continues to transform its business, enabling it to develop new commercial products and partnerships, and continue to drive to reach a global marketplace with high quality live British theatre from the Oldest Working Theatre in the English-Speaking World.

We are determined to use the last few years as an opportunity for radical renewal offering a high quality, progressive, inspiring, relevant and representative programme of work across the year, with better representation across all creative practitioner roles, giving everyone the opportunity to encounter and enjoy creativity.

We recognise the importance of supporting people in their creativity. Everyone should have access to creative opportunity, and our role is to develop, promote and co-produce artistic participation, and imaginative experiences for audiences across Bristol, the region and beyond. Working with people from early years to later stages of life, developing pathways into the creative industries and nurturing and supporting those who work with us at every stage

Purpose of the Role

You will work closely with our Inclusion Officer and Senior Leadership Team to support all HR related business within the organisation, including all People related matters, HR policies and processes, HR data management, employee relations, reporting, and HR administration.

Key Duties and Responsibilities

Recruitment

- Initiate and oversee recruitment processes at the request of recruiting managers, standardising job descriptions and person specifications, and preparing job adverts.
- Provide advice and guidance to managers on recruitment and selection processes, ensuring a fair, consistent, and best practice approach.
- Produce shortlisting, interviewing, and selection documents.
- Coordinating the appointment process for successful applicants.
- Liaising with recruitment agencies where necessary.
- Advise line managers of new starter induction processes, drafting induction checklists, and conducting inductions where necessary.
- Overall ownership of recruitment and HR-related administration.

Administration

- Responsible for ensuring the HR department remains within budget, including recruitment, and employee wellbeing.
- Respond to incoming HR-related queries, acting as the point of contact for line managers and employees.
- Superuser for the company HR system 'Staffology HR' and internal point of contact for user support as required.
- Updating and maintaining accurate employee records on 'Staffology HR'.
- Updating HR-related elements on the payroll system 'Staffology Payroll' and ensuring accurate pay elements within a timely manner.
- Responsible for full employee lifecycle processes and documentation.
- Generating correspondence on all pay-related changes.
- Facilitate maternity and paternity leave documents with the Finance Team in line with company procedures and UK legislation.
- Report HR analytics in relation to its people, such as turnover, diversity, gender, pay, sickness absence, recruitment, and exit interview data.
- Assisting with HR audits and provision of relevant documentation.
- Processing leavers and assisting with conducting exit interviews where necessary.
- Monitoring, reviewing, developing and updating Staff Handbook and Employment Manual, ensuring all HR policies are up-to-date and current legislation is accurately reflected in our policies.
- Complete HR-related annual ACE survey information.

General

- Work closely with the Inclusion Officer to ensure Bristol Old Vic's Equality Diversity & Inclusion practices remain in line with our Vision and Values.
- Provide advice and guidance to managers and employees on all HR policies and procedures, risk management and employment legislation.
- Support and advise managers on employee relations, such as managing employee absence, conducting investigations, holding disciplinary hearings and managing grievances.
- Assist with departmental projects as required under the direction of the Engagement Director.
- Develop and implement policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures, and absence management.
- Assist with organisational restructures or change projects as led by department directors.
- Interpret and advise on employment law.

- Plan and occasionally deliver training, including new staff inductions and ED&I training with the Inclusion Officer.

Organisation Wide Responsibilities

The following responsibilities are shared by all staff members of Bristol Old Vic:

- To work for the benefit of the whole organisation.
- To comply with all BOV policies including Equality Diversity & Inclusion, Dignity at Work, RESPECT Charter, Health & Safety, Safeguarding, and other policies included in the Staff Handbook and Employment Manual.
- To attend regular staff meetings and other departmental meetings as required.
- To keep up to date with the activities of the organisation.
- Undertake additional duties as may reasonably be required.

PERSON SPECIFICATION – People Advisor

Essential	Desirable
<ul style="list-style-type: none"> • Minimum CIPD Level 3 qualification • 2-3 years’ experience in a HR role • Business awareness and people management skills • Excellent people skills and able to develop effective working relationships with people at all levels • Strong IT, literacy, and numeracy skills • Organisational planning and administrative skills • The ability to analyse, interpret and explain employment law • Integrity and approachability • Curiosity and a willingness to challenge organisational culture where necessary • Teamworking skills and the ability to collaborate well with others • The ability to compile and interpret statistical data and communicate it in a professional and understandable manner • Influencing and negotiating skills • The ability to work well under pressure, prioritise workload, and multitask. • Practical and logical 	<ul style="list-style-type: none"> • CIPD Level 5 (achieved or working towards) • Mental Health First Aid training • Experience delivering internal HR related training • Experience working in a Charity • Experience working in the Arts Charity sector • Experience conducting internal workplace disciplinary or grievance investigations

TERMS AND CONDITIONS

Hours:	35 hours per week
Contract:	Permanent
Salary:	£28,500 per annum
Holiday:	6.6 weeks per annum (33 days) including bank/public holidays. Additional day off for birthday and Christmas Eve.
Probation:	Three months' probation period (during which there is one week's notice on either side)
Pension:	Bristol Old Vic provides an auto-enrolment pension scheme in line with UK employment legislation. You will automatically be enrolled after 3 months of employment unless you meet the exemption criteria or wish to opt out.
Notice period:	1 months' notice following successful completion of probation period.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two independent references, which are satisfactory to Bristol Old Vic.
NB: References produced by candidates will not be accepted.
- Verification of identity and Right to Work in the UK to be produced at interview stage.