



Job Description

Job Title	HR Advisor
Department	Human Resources
Grade	D
Location	Barbican Centre and Guildhall School of Music & Drama
Responsible to	HR Business Partner
Responsible for	N/A

The HR team fosters an inclusive and supportive culture where staff are encouraged to achieve their full potential enabling the Barbican to deliver world-class arts and learning.

Our team works across the Barbican and the Guildhall School of Music & Drama providing advice and support ranging from recruitment, training and development to workforce planning. The City of London provides a framework for our policies, and we also work with them on achieving the Investors in People award and delivering the apprenticeship programme.

As a team, outside of our day-to-day we also run a mentoring programme in partnership with the Southbank Centre, provide pro-bono HR advice to St Hilda's community centre in east London and coordinate a meaningful work experience programme for local schools.

DUTIES AND RESPONSIBILITIES

Recruitment & Selection

- Manage and advise managers on the delivery of the recruitment and selection campaigns, working with recruiting managers to ensure appropriate, effective and efficient use of media; drafting, editing and proofing recruitment advertisements and providing on the selection process.
- Create, review and update job descriptions in line with CoL job evaluations guidelines ensuring consistency across divisions.
- Liaise with recruitment managers and candidate on potential employment legislation aspects of a role e.g., eligibility to work in the UK.
- To lead on the new starter on-boarding processes ensuring new staff are set up on HR systems, booked on relevant training and all new starter paperwork has been completed. To deliver HR induction for new staff, and to assist with managing and administering probation periods.



- To support HR colleagues in the accurate and timely processing of DBS & safeguarding documentation.

Employee Relations

- Working alongside the HR Business Partner and independently, to provide procedural and best practice advice to employees and managers regarding a wide range of HR issues establishing effective relationships with key staff.
- To support the HR Business Partner in dealing with change management projects e.g. restructures and contractual variations processes.
- Work alongside other HR Advisors to lead and manage on area specific and organisation wide HR projects including the roll out of any new initiatives.
- To proactively manage sickness absence reporting, highlighting possible concerns to the HR Business Partner. To work directly with line managers in managing sickness absence cases, liaising with Occupational Health when needed.
- To support line managers in dealing with employee relations issues including grievance, disciplinary and performance management undertaking casework as required.
- To deal with maternity, paternity, flexible working and other family friendly policies related requests in line with the City of London policies.

Policies, Processes & Procedures

- Jointly with HR colleagues, coordinate and administer the annual appraisal process, review learning plans and ensure that training needs have been recorded and training opportunities provided as required.
- To work together with the other Advisors and the HR Coordinator to ensure effective administration systems are in place and to continue to improve HR processes and practice. To initiate and jointly deliver the improvement projects e.g. move to paperless filing.
- To administer the leaver exit process including issuing conducting exit interviews, flagging potential issues or trends with the HR Business Partner.
- To act as a Barbican and Guildhall School's HR systems rep, liaising with City of London City People team (HR System) and provide advice to staff and managers on self-service (City People) including the Recruitment function.
- To assist the Payroll Administration Manager in delivering the monthly and weekly payrolls for the Barbican Centre and the Guildhall School as required.

Records & Information Management

- To assist line managers with maintaining employment records using HR systems and databases, ensuring information is ready for any annual reports.



- To help maintain HR spreadsheets and databases e.g. new starters spreadsheet, Safeguarding database.
- To assist with HESA (Higher Education Statistics Agency) annual return for the Guildhall School.

Learning & Development

- To support the HRBP in sourcing cost effective learning and development options and support the development, implementation and delivery of HR training initiatives.
- To actively participate in the review, development and delivery of the Management Skills Development Programme.

Other

- Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- To undertake any other duties that may reasonably be requested appropriate to the grade

Person Specification

b Title	HR Advisor
Department	Human Resources – Barbican Centre and Guildhall School of Music & Drama
Grade	D
Trent Position Number	

Please find below the key skills, experience and core behaviours required to undertake this post.

Technical Skills / Professional Qualifications / Relevant Education & Training

- Educated to degree level of equivalent in Human Resources or Business Administration (A,I)
- CIPD qualified or part qualified with an intermediate level qualification (A,I)
- Excellent IT Skills including MS Office (Word, Excel in particular) (A,I)

Experience Required

- Solid experience of working in Human Resources department at Advisory level. (A,I)
- Proven ability and experience to provide advice on HR policies and procedures, with experience of providing flexible solutions to HR issues within the legal and procedural frameworks. (A,I)
- Experience of managing multiple recruitment campaigns (including campaigns for senior managers/heads of departments, hourly paid professors), with experience of interviewing candidates and providing advice and guidance to managers on interview questions and tests. (A,I)
- Experience of working in an Arts or HE environment with a clear understanding of the relevant HR issues in the sector.
- Excellent communication and interpersonal skills with experience of dealing with staff at all levels including Vice Principals and Directors.
- Excellent written communication skills with proven experience of writing letters and reports to a high standard.
- Numeracy skills with experience of producing and analysing data and statistics
- Excellent planning and organisational skills including the ability to manage time, competing priorities and resources, a busy workload and urgent tasks in a structured way. (A, I)
- Experience of working in a busy office, an understanding of the importance of deadlines and the ability to work under pressure. (A, I)
- Excellent attention to detail skills. (A,I).
- Proven experience and confidence of working with HR systems (data input and analysis) and providing systems advice to management and staff.
- Experience of working with, implementing and improving office systems and databases

- Excellent IT Skills including MS Office (Word, Excel in particular) (A,I)
- Self-motivated, proactive, inquisitive and able to act on own initiative (A, I)

Recruitment – Note to Applicants

These key skills and core behaviours will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address each of these on the application form on the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £36,060 - £40,750 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

The position is offered on a fixed term basis

Hours of Work

Normal hours of work are 10.00am – 6.00pm, being hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.



Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

Employee Volunteering Programme

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.