



# The Kings Theatre Trust Ltd

## Job Description

<b>Job Title: HR Manager</b>	<b>Reporting to: Commercial Operations Director</b>
<b>Name of Incumbent:</b>	<b>Signed by Employee:</b>
	<b>Date signed:</b>

### Purpose

To provide a stand-alone, generalist HR service to all staff and volunteers within the Company. Be the first point of contact for any HR related queries. Provide a proactive HR presence throughout the Company.

### Main responsibilities;

- **Delivering a comprehensive HR Service** – provide the first point of contact for HR advice and guidance to all that work for the theatre. Keep all electronic, personnel files up to date. Manage the online HR database. Develop effective HR Information systems as appropriate.
- **Employee Relations** – confidentially and discretely manage employee queries and concerns. Escalate critical issues and risks, as you deem appropriate, to the senior management team. Be able to assess and identify risks in order to best advise the Company from a legal perspective. Formally manage disciplinary and grievances (including investigations) in accordance with the Company policies and coach line managers in the effective deployment of said processes.
- **Policies & Procedures** – provide HR guidance and advice for all staff and volunteers in relation to HR policies. Manage the collation of other policies Regularly review, update and develop HR policies and procedures in line with Company requirements, ensuring legal statutes are covered and statutory changes are captured.
- **Recruitment & Selection** – facilitate and manage the recruitment process, ensuring line managers are following best practice approaches. Review job adverts, attend interviews when required, prepare job offer documentation and deliver HR inductions. Ensure all staff have a relevant contract / agreement and signed job description as well as all other on-boarding signed paperwork.
- **Payroll Liaison** – give appropriate instruction to payroll consultant regarding starters, leavers, changes to contractual terms which impact salary / hourly rate. Other changes include bank details, change of address etc.
- **Security** – create security badges as required by the business, ultimately ensuring that all workers can be correctly identified.
- **Management Reports** – devise effective reporting mechanisms that work for the business in determining monthly; headcount, employee demographics, attendance data, which all contribute to efficient workforce planning.

- **Training** – identify and capture skills gaps, sourcing appropriate training courses to ensure that staff are working to the best of their ability.
- **DBS** – be the nominated evidence-checker. Generate and request DBS checks for eligible roles as and when required.
- **GDPR** – ensure all HR practices and data are managed in accordance with the relevant regulations.
- **Operational Excellence** – implement and improve current HR processes in order to reduce administration burden. Effectively propose process or service improvements that support the delivery of excellent HR practices.
- **Project Management** – ensure timely project management, reporting progress to relevant stake-holders as and when required.
- Undertake any other reasonable activity or responsibility as directed by line management.

This job description will be reviewed on a regular basis and will, in consultation with the post holder, be adjusted as necessary in line with the developing nature of the Kings Theatre’s activities.

PERSON SPECIFICATION		
Attainments	Essential	<ul style="list-style-type: none"> <li>• Good basic education to degree standard or higher.</li> <li>• CIPD qualification.</li> <li>• Significant experience of working within the HR profession.</li> <li>• Proven record of working within a HR generalist role.</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>• Held a stand-alone HR position.</li> </ul>
Special Aptitudes / Knowledge	Essential	<ul style="list-style-type: none"> <li>• HR generalist skills and experience.</li> <li>• Sound working knowledge of employment legislation.</li> <li>• Excellent communication skills; both written and verbal.</li> <li>• Positive with a can-do attitude.</li> <li>• Resilient, confident and assertive in making decisions</li> <li>• Excellent attention to detail and time management.</li> <li>• Good negotiation and influencing skills.</li> <li>• Excellent IT skills; Word, Excel, Powerpoint and Outlook.</li> </ul>
Interests	Desirable	Arts & Theatre
Disposition	Essential	Discrete, professional, articulate.