

Job Description**HR MANAGER**

	Job Title	HR Manager (P/T up to 30 hrs per week)
	Grade	M2
	Reports to	Director of Finance and Resources
	Staffing Responsibility	Yes

PURPOSE OF THE POST:

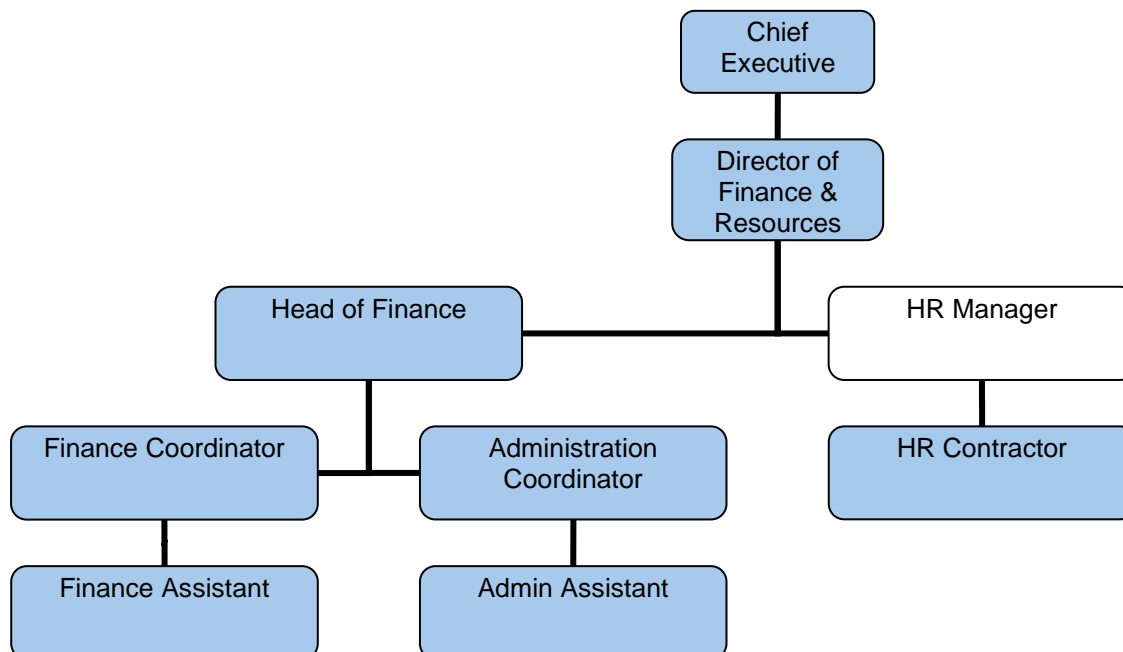
The HR Manager is responsible for overseeing all aspects of HR practice across the organization, liaising with HR outsourced services, overseeing strategies, plans and change, ensuring compliance, providing specialist advice and guidance and to support staff.

The HR Manager will be responsible for:

Developing, implementing and maintaining a Human Resources policy and strategy in order to meet the Trusts needs and that ensures up-to-date employment practices, best practice and compliance.

Working closely with the Leadership Team and Heads of department to provide guidance and support to manage staff recruitment, performance management, advice, wellbeing and policy implementation.

The HR Manager has responsibility of overseeing the external HR contract.

ORGANISATION CHART:

PRINCIPAL RESPONSIBILITIES:		%
1.	Strategy: Review the organization human resource needs, skills, training and develop an HR strategy, HR plan and policies in line with the of the Trust Business plan and in consultation with Unions as per our recognition agreement. Oversee the development and implementation of appropriate structures and teams including organisational change procedures. Develop and implement recruitment, onboarding, performance management, staff wellbeing, reward and staff development initiatives that meet the Trust's priorities.	15
2.	Staff Performance Management: Develop, implement and manage an appropriate and effective appraisal system for staff. Develop a Staff Performance Management process and ensure that capability needs are addressed, success is rewarded and staff performance is of a high-standard. Support line managers with advice and guidance and specialist input in relation to performance management. Provide best practice advice and guidance on staffing and HR management and to ensure data reporting (and mitigation action) is taken with regard to sickness, absence, conflict resolution, performance management and complaints. To manage and oversee any disciplinary and grievance procedures, ensuring positive and professional mediation and timely resolution.	15
3.	Employee & Union relations: Provide advice to staff and trustees on relevant aspects of HR policies and procedures and to recommend and commission specialist advice. Sustain and grow relations with Unions, union representatives and develop staff forums for sharing information. Develop and grow team engagement, communications and feedback to ensure a flow of information, news, collaboration and positive working environment is accessible and rewarding to all.	15
4.	HR Operations: Review, update and develop HR policies and procedures which comply with current legislation and best practice and ensure their consistent application across the Trust. Take overall responsibility for the development, updating and communication of the staff handbook. Implement centralized and cost-effective recruitment procedures which comply with legal and regulatory requirements, including applicable vetting and barring schemes. Prepare job descriptions, contracts of employment and other HR documentation in consultation with the LT and/or Line Managers. Be responsible for all employment checks and the maintenance of the central register of appointments.	10
5.	Employee Reward and Recognition: Maintain and review the reward and benefits policy which meets the need of the Trust, contributes to maximising employees' contribution to organisational performance and enhances employee retention and satisfaction. In consultation with Director of Finance, advise the LT and the Board on annual pay awards, conduct salary surveys, and review salary scales.	5
6.	Provide HR reports for the Board and LT and attend internal meetings, including HR Sub Committee as required.	10

PRINCIPAL RESPONSIBILITIES:		%
7.	Keep up to date with current legislation, employment law and safeguarding regulations and best practice. Perform research and analysis as needed and regularly update the Leadership team on new developments and best practice in HR.	10
8.	Employee Training and Development: Create a training and development strategy in line with the strategic direction and needs of the Trust. To research, map and implement training and development for all staff working with managers to ensure compliance and CPD. Ensure that cost-effective training and development plans are in place and actioned and that training activities are co-ordinated and delivered either internally or, when appropriate, outsourced and ensure group and individual training records are maintained. Review the effectiveness of the onboarding process, ensuring the process is up to date and of high quality, providing clarity and connection for all employees and their role in relation to the overall vision and adapt as necessary. Deliver internal training as required.	5
9.	General: Ensure the maintenance of up to date computerised HR system and accuracy of the payroll file produced by the external provider and undertake administration relating to HR. Represent the Trust at appropriate meetings and HR networking forums.	10
10.	Carry out such other duties as may be reasonably requested from time to time.	5

DIMENSIONS:

Supervisory Management:

External HR contract services.
External Payroll provider
Bedfordshire Pension fund

Other:

Liaise with training specialists, payroll administrators, external HR support, pension administrators, unions and legal advisors as appropriate.

Physical Effort:

Nil

Working Environment:

The post holder will mainly be based in the central Culture Trust office location at Hat Factory Arts Centre. On some occasions meetings/visits/reviews will involve travelling to other parts of the UK.

About the Trust:

Established in 2008, the Culture Trust, Luton is a vibrant and progressive independent charity and our mission is **‘to connect communities through culture’**. We do this through our accredited museums, theatres, galleries, creative workspaces and Arts Centre in Luton. We attract over 200,000 visits per annum to our sites: The Hat Factory Arts Centre, Hat House and Hat Works creative workspaces, Wardown House Museum & Gallery and Stockwood Discovery Centre Gardens & Museum. We present a multi-cultural and year-round programme of events, exhibitions, workshops and performances. We co-produce activity with our community, partners, Museum Makers

volunteers and team of cultural experts. We support creative talent and skills by providing opportunities, platforms and cultural career progression for over 15000 young people. We care for a collection of over 90,000 museum objects and 1.5 million photographs and maps. We hold the most extensive and complete hat and headwear collection in the UK and the best collection of Ian Hamilton-Finlay sculptures in England. We own and care for listed heritage sites, buildings and gardens and we are committed to the adaptive re-use of heritage for cultural purposes and community use. As a charity, we are able to use our valuable core funding from Luton Rising and Arts Council England to lever additional funding into cultural activity in Luton, heritage care and conservation and in celebrating our diverse communities through culture.

Equalities:

The post-holder will ensure that policies, procedures and activities for delivery are revised and/or implemented in a way that supports Equity, Diversity and Inclusion. These activities should also reflect The Culture Trust's commitment to work in active partnership with the community to regenerate Luton and to improve the quality of life for all who live, work or visit the town.

DISCLOSURE:

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): without which candidate would be rejected

Desirable (D): useful for choosing between two good candidates

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable criteria</u> .				
Attributes	Essential	How Measured	Desirable	How Measured
Qualifications and Experience	Significant HR experience in either a stand-alone or senior position.	1,2	Experience of providing HR support in the not for profit and/or cultural sectors	1,2
	Strong record of working with a senior team to implement organisational change.	1,2		
	Demonstrable experience of developing and implementing HR strategies and policies.	1,2		
Skills/Abilities	Excellent organisational skills with an ability to plan, prioritise and meet deadlines	1,2,5	Experience as a coach or mentor	
	Excellent interpersonal and relationship building skills.	1,2,5		
	Excellent English oral and written communication skills.	1,2,5		
	Ability to produce correspondence which is mindful of the Trust's environment and working routines and in sympathy with its ethos.	1,2		
	Ability to negotiate, influence and work with a wide range of people.	1,2		
	Ability to manage periods of demanding and conflicting priorities to meet targets and deadlines and work on own initiative. Find effective solutions and make clear recommendations and good professional judgements for continual improvement.	1,2		
	Complete discretion, confidentiality and integrity in all aspects of work.	1,2		

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
	Minimum intermediate level skills in Microsoft office, (Word, Excel and Outlook)	3		
Equality Issues	Demonstrable knowledge and understanding of equity, diversity and inclusion issues and equalities legislation. Able to integrate equality policies into business plans, strategies into delivery and employment practices.	1,2		
Specialist Knowledge	Comprehensive and up to date knowledge of employment law and its practical application.	1,2	Working with local Government and Green Book terms and conditions	1,2
	Broad knowledge and experience of organisational planning and development and employee relations.	1,2	Experience of working with Unions	1,2
	Experience of Performance management	1,2		
Education and Training	CIPD qualified or working towards a CIPD qualification	4	Degree level qualification or equivalent.	4
Other Requirements	Able to work flexibly to include occasional evening or weekend work to support deadlines, though the majority of time shall be within normal office hours.	1,2		
	Commitment to keeping abreast of best practice and employment legislation.	1,2		
	Ability to access and work across all the Trust sites to meet the business and operational requirements of the organisation	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise

NB: This job description reflects the requirements of The Culture Trust March 2024. The role and duties of the post are subject to change in line with the future development of The Culture Trust. The Culture Trust reserves the rights to make such changes as are necessary and any changes required will be discussed with the post holder as appropriate.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The post holder will ensure that The Culture Trust's policies are reflected in all aspects of their work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) & General Data Protection Regulations (2018)