

MOUNTVIEW

Job Description

JOB TITLE:	HR Manager
RESPONSIBLE TO:	Chief Operating Officer
WORKS CLOSELY WITH:	HR Manager (part time) Executive Team Finance Team
LIAISES WITH:	Academic and Administrative Staff

ABOUT MOUNTVIEW

Mountview is one of the UK's leading drama schools. We offer professional vocational training at foundation, undergraduate and postgraduate level in performance and production arts, alongside evening, weekend and holiday classes for all.

We present around 28 productions across the year including classic plays, new writing and musicals, and our studios, meeting rooms, theatres and workspaces are available to hire.

Mountview in Peckham is a home for everyone – vocational students, young people and life-long learners, industry professionals and visitors alike – and with our new purpose-built facility there has never been a more exciting time to join us.

MAIN PURPOSE OF POSITION

Mountview is at a key point in its growth and development, and we have identified the need for additional HR Management capacity alongside the current, part time post holder.

Reporting to the Chief Operating Officer, and working closely with the Principal & Artistic Director, Executive Director and current HR Manager, who jointly comprise the HR Working Group, the HR Managers are responsible for coordinating and implementing HR policy and procedure, and for providing HR advice and guidance, across the organisation. The post holder also shares responsibility for leading on all aspects of recruitment for Mountview, including the onboarding of new staff.

KEY RESPONSIBILITIES

In conjunction with the current HR Manager:

HR Management

- Act as first point of contact for all HR issues and queries, referring to Chief Operating Officer or Executive Director as appropriate.
- Arrange, chair, minute and follow up on actions from regular HR Working Group, inputting on personnel, structural and resourcing matters as required.
- Provide HR advice and guidance to permanent and fixed term staff, and respond to queries relating to freelance and sessional teaching staff as required, working proactively to identify and resolve staff issues and hold staff to Mountview's policies, procedures and codes of conduct.

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- Manage, monitor and advise on all HR processes, including probation reviews, annual appraisals, annual leave, sickness absence, professional development, and maternity, paternity, adoption and shared parental leave and pay.
- Provide advice and guidance to managers on issues of absence, performance, capability, disciplinary and grievance.
- Administrate and manage casework as required, ensuring compliance with employment legislation and Mountview policies and procedures.
- Contribute to the development and promotion of staff wellbeing initiatives.
- Coordinate day-to-day HR administration.

Recruitment, Onboarding, Training and Offboarding

- Manage internal and external recruitment processes, including drafting job descriptions and posting job adverts, drawing up and circulating recruitment schedules, organising interview panels and liaising with candidates.
- Act as HR representative on interview panels, meeting and greeting candidates as required and coordinating and contributing to interview questions and design of practical tests, exercises or presentations.
- Manage administrative processes relating to staff onboarding, including obtaining references, checking right to work documents, producing offer letters, issuing employment contracts, delivering HR induction and calculating annual leave entitlements.
- Support and, as required, coordinate the planning and implementation of staff training, including management training.
- Support and, as required, coordinate the planning and implementation of Mountview's apprenticeship scheme.
- Hold exit interviews and complete leaver forms, referring leaver feedback to Chief Operating Officer or Executive Director as appropriate.

Salary and Payroll

- Contribute to annual salary review process overseen by the Chief Operating Officer, and assist in producing notification letters in accordance with the decisions of the Executive and the Board.
- Oversee ongoing salary benchmarking.
- Liaise with Finance staff responsible for payroll administration and management regarding new starters, leavers, contract changes, casual hours, contractor invoices and staff benefits.

Policy and Procedure

- Work with members of the HR Working Group to develop and review HR policies and procedures on an ongoing basis, manage and monitor their implementation, and ensure ethical HR practices at all times.
- Draft, review, update and circulate HR forms and documents, including permanent, fixed term, freelance and sessional teaching contract templates and casual staff letters.
- Develop and manage starter and leaver processes in relation to ICT resources and office logistics, in consultation with the Venue & Estates team.
- Support and, as required, coordinate organisation-wide processes, including structural reviews, staff consultations and the implementation of legislative initiatives.
- Attend Executive-level meetings and committees as required, and support the Executive team with any HR-related matters arising.

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Staff Records

- Ensure that staff job descriptions are updated as required.
- Ensure that staff files are updated with all relevant HR paperwork, including probation, annual appraisal, sickness absence and professional development forms.
- Oversee and ensure ongoing maintenance and backup of paper and electronic staff files and other HR records and databases, both current and historic, ensuring accuracy, security, confidentiality, continuity and compliance with all relevant HR and Data Protection legislation.

Other Duties

- Attend conferences and undertake training as required to ensure that Mountview is up to date with all relevant legislation and maintaining best practice at all times.
- Contribute to and help implement initiatives to increase the diversity of the staff body.
- Assist the Executive team with student-related issues on occasion.
- Any other duties as many be reasonably required.

PERSON SPECIFICATION

Qualifications and Experience

- CIPD qualified, or working towards a CIPD qualification.
- Educated to degree level or beyond, or equivalent professional qualifications or experience.
- Generalist HR experience in a busy and complex organisation, preferably in the arts and/or higher education.
- Proven track record of providing HR advice on a range of staffing and recruitment issues, and of supporting senior management with employee casework and organisational restructure.
- Strong knowledge of UK employment law and HR best practice, including equality and diversity issues, and demonstrable experience of applying this knowledge in the workplace.
- Experience of line management desirable.

Skills and Abilities

- Excellent interpersonal skills, with ability to establish credibility and respect and build effective and constructive working relationships with colleagues at all levels of the organisation.
- Excellent organisational skills, with ability to prioritise and progress a high volume of complex issues and projects to resolution and completion under pressure and to tight deadlines.
- Excellent communication skills and strong attention to detail, with ability to summarise issues concisely and accurately both verbally and in writing.
- Ability to work effectively in a team and confidently on own initiative, demonstrating analytical thinking, creative problem-solving, practical decision-making and awareness of operational risk.
- Ability to exercise integrity and discretion in dealing with sensitive and confidential matters.
- IT-literate and highly proficient in using Microsoft Office, including Outlook, Word, and Excel.

Personal Qualities and Attributes

- Positive, proactive and professional approach.
- Strong commitment to the provision of a high quality HR service.
- Strong commitment to promoting and achieving equality and diversity in the workplace.
- Interest in and understanding of the arts and/or higher education.

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- Willingness to adopt a flexible and adaptable attitude to day-to-day workload.
- Understanding of the demands and challenges encountered during organisational change.
- Commitment to own professional development.

ADDITIONAL INFORMATION

The post holder must at all times carry out their responsibilities with due regard to Mountview's policy and commitment to Equal Opportunities.

The post holder must accept responsibility for ensuring that Mountview's policies and procedures relating to Health and Safety in the workplace are adhered to at all times.

The post holder must respect the confidentiality of data stored electronically and by other means in keeping with the Data Protection Act and General Data Protection Regulation (GDPR) 2018, and must abide by any related policies and procedures.

This post is based at Mountview's premises in Peckham, London SE15.

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as operationally required.

TERMS AND CONDITIONS

Salary: Circa £31-33K per annum, depending on experience.

Contract: Permanent, full time

Hours: 40 hours per week, normally 9am to 6pm Monday to Friday, with a 1 hour unpaid lunch break each day. Additional hours may be required, as agreed with the post holder and determined by the needs of the business.

Holiday: 28 days in the first year, including bank holidays, pro rata, rising with length of service thereafter.

CLOSING DATE

The closing date for completed applications is **Tuesday 21 April at 9am**.

HOW TO APPLY

Please send a **completed application form** and **equal opportunities monitoring form** with your **current CV** by email (preferred) to alistairowen@mountview.org.uk or by post to Alistair Owen, HR Manager, Mountview, 120 Peckham Hill Street, London SE15 5JT.

All applications will be acknowledged. Late applications will not be considered.

Mountview is committed to diversity and is an equal opportunities employer.