

SHAKESPEARE NORTH PLAYHOUSE

JOB DESCRIPTION

People Advisor

About the Organisation

Shakespeare North Playhouse, 'Theatre Building of the year 2023' is a unique new arts venue, which opened in the summer of 2022. It presents a vibrant contemporary cultural and learning programme featuring home co-produced and visiting performances, as well as comedy, music, community work, hire and events and a range of education and training activities.

The Shakespeare North Trust (SNT) is the Charitable organisation which is the operator of Shakespeare North Playhouse. The Trust also has two wholly owned subsidiaries within the Group structure. The subsidiaries are limited companies.

Our Vision: "Inspired by Shakespeare. Bringing Joy: Together, we tell stories that feel like our own, that change the way we see the world - opening doors, inviting debate, inspiring a love of learning, and bringing joy to this place; Our Shakespeare North Playhouse."

Our Mission – The Big Goal: "We share world-class theatre, activities and conversations inspired by Shakespeare and relevant to all of us."

Our Promise: At Shakespeare North Playhouse we commit to being 'Bold and Brave'. It is a promise we make to each other internally as a team, to our visitors, patrons, and partners, and to all our artists and makers as we all come together to create a wonderful place.

Our Values and Behaviours: The organisational values define Shakespeare North Playhouse. They create a framework for the way in which the organisation wishes to achieve the vision and objectives. The team are firm in the belief that what is achieved is only half of the plan, as how success is attained is of equal importance. It is critical that there is a framework of how people will thrive together, as a team, with partners, visitors, and audience.

The Role

The People Team plays an essential role both in ensuring that we have a well recruited, well trained, diverse workforce who embed our behaviors and values.

As a small team, we strive to create excellent experience for our people in all aspects of our work.

As the People Advisor, you will report to the Director of Corporate Services and join a dynamic and friendly team in providing a recruitment and generalist HR support to the Charity, whilst supporting stakeholder groups with generalist activities covering learning and development, employee relations and staff engagement. The successful candidate will also help with the development of a reward and recognition scheme.

The role is perfect for someone who thrives in a fast-paced environment working across multiple projects simultaneously.

Place of Work

The place of work will be Shakespeare North Playhouse in Prescot, Knowsley. Occasionally work may be required at alternative locations.

Shakespeare North Playhouse operates a hybrid working policy by agreement with your line manager. As an operational venue there is an expectation for all roles to have a strong presence within the venue regularly.

Salary and Hours of work

This role is 0.8 FTE. 32 hours per week worked over 4 days.

Due to the nature of this role, however, and to meet the demands of the building, the post holder will need to be flexible in their approach to work. Evening and weekend work may be required at times.

The salary will be up to £20,800 per annum, depending on skills and experience (based on a full time equivalent of £26,000 per annum).

Main Duties

Some of the key areas the People Advisor will lead on are:

Recruitment

- Managing the full recruitment process from posting job adverts to onboarding administration
- Arranging and coordinating interviews with/for hiring managers
- Monitoring and tracking recruitment progress (e.g., roles hiring, roles hired)
- Building relationships with stakeholders to forecast recruitment needs.
- Identifying the best and most appropriate attraction methods for vacancies
- Looking at opportunities to develop recruitment processes and practices.
- Monitoring of equal opportunity forms and providing analysis on the data
- Compile and report on pay benchmarking data.

Employee Relations

- Working closely with The Leadership team advising on company policies, procedures, and practices
- ER case management including absence management, disciplinary, grievance, performance management etc.
- Coach, advise and supporting managers during employee relations cases and meetings (e.g., investigation, disciplinary, grievance, appeal)
- Promoting a positive ER culture within the business, whilst minimising risks
- Developing and promoting employee engagement and wellbeing activities
- Previous experience of working with trade unions would be seen as advantageous.

Learning & Development

- Developing training plans/strategies across the organisation
- Partnering with internal managers to upskill as well as determine training needs.
- Coordinate external training where necessary.
- An understanding of supporting apprenticeship programmes would be seen as advantageous.

Service Delivery

- Partnering and supporting internal key stakeholder groups to ensure core People operations are delivered.
- Working collaboratively with the Leadership team across the business to ensure delivery of key activities in the annual People cycle e.g., annual salary reviews, performance reviews, employee surveys, development programmes etc.
- Initiating ideas and identifying areas of improvement
- Offering general People advice to all levels within the organisational structure

Personal Specification

- CIPD Qualified - Minimum Level 5
- Proven experience as an HR Advisor or higher for a minimum of 3 years.
- Experience of successful delivery in a project or customer / employee delivery role
- Knowledge of HR functions (pay & benefits, recruitment, training & development etc)
- Understanding of employment laws and a track record of keeping up to date with legislative developments particularly absence, and disciplinary / grievance procedures
- Experience of working with trade unions
- Good understanding of the role of legislation in progressing issues of diversity.
- Excellent IT skills including recent working use of the Microsoft Office suite. (Word, Excel and Outlook particularly)
- Strong organisational skills with ability to prioritise workload.
- Excellent communication skills, with the ability to influence at all levels.
- A highly engaging individual who can take people with them through their positive, pro-active and enthusiastic approach.
- Highly literate and numerate
- Team player with a flexible approach to work
- High personal standards and quality of work output

This job description is intended as a guide to the duties expected of the post-holder. These duties may be reviewed from time to time to meet the needs of the business.

This job description is not contractual.

As a new organisation Shakespeare North Playhouse will inevitably change as we grow and develop over the coming years. Any new appointees will be required to show a flexible approach to this process which may involve revisions around job description, titles, roles and departmental structures.

How to Apply

If having reviewed the job description and information about the Shakespeare North Playhouse you consider yourself to be a good fit for this role, please email a CV and a cover letter of application to recruitment@shakespearenorthplayhouse.co.uk. Please also complete our equality monitoring form available at <https://forms.office.com/e/UCG50H4YCL>

The cover letter of application should be of no more than 2 sides of A4 addressing how your experience matches the role description, why you are interested in the role and why you think your skills and experience would make you a good candidate. Alternatively, you may submit a video/audio file of

no more than 10 minutes in length. You can do this via WeTransfer or an alternative file transfer service.

Diverse representation

We encourage and welcome applications from people whose background and experience are under-represented in the cultural sector. We are committed to inclusive working practices and understand there may be barriers people face when considering an opportunity like this. If you are interested in applying for this role but feel there are things that may prevent you from getting involved, please get in touch and let us know how we can support you in making your application and throughout the selection process.

Equality Monitoring

Please provide equality monitoring information on the form provided so that we can monitor the Shakespeare North Trust's equality policy and practices. The information you provide will not impact on the consideration of your application and will be used solely for the purpose of monitoring.

Data Protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment process. Once the process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application will be retained and form the basis of your personnel record. By submitting your application, you are giving your consent to your data being stored and processed for the purpose of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate. In submitting your application, we will assume that consent by you is given. We refer you to Shakespeare North's job applicant privacy notice which you should read before applying for this role.

If you have any questions or would like to have an informal conversation about the role before applying, please contact us via email at recruitment@shakespearenorthplayhouse.co.uk

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