



ROYAL EXCHANGE THEATRE

Job Description

Job Title: HR Assistant

Responsible to: HR Manager

Responsible for: N/A

Introduction

The Royal Exchange Theatre in Manchester is one of the largest and most successful producers of new theatre in the UK.

All our work is original, conceived and made here, in our theatre and workshop in Manchester, for, by and with the community that we serve and represent. As the major producer of theatre in Greater Manchester (GM) we reach annual audiences of 190,000, with work on stage over 40 weeks of each year.

Our work is distinctive due to our unique theatre space, our specialist craft and making expertise, and the exceptional artistic leadership of Sarah Frankcom, and her sector-leading commitment to risk-taking, diversity and supporting next generation creative talent. We are the co-founders of, and home to, the Bruntwood Prize for Playwriting, Europe's biggest prize for new writing, our pioneering programme of creative learning and engagement has also gained a high profile within our sector.

Our mission is to change the way people see theatre, each other and the world around them.

JOB SUMMARY

We employ 150 staff, have 120 volunteers and contract 350 freelance workers and creatives each year. You will provide HR admin support in the implementation of processes and procedures and the day to day generalist elements of HR practice for the full workforce which will include employees, freelance and casual workers, apprentices and volunteers through the different stages of their journey dependant on type of roles. This will include helping with setting up new systems and proactively keeping all workforce data safe, current and accurate.



AGMA
ASSOCIATION OF
GREATER MANCHESTER
AUTHORITIES



MANCHESTER
CITY COUNCIL



Supported using public funding by
ARTS COUNCIL
ENGLAND

MAIN DUTIES AND RESPONSIBILITIES

- Coordinate all recruitment: gathering information, co-ordinating, and implementing appropriate advertising schedules, ensuring on-line application processes work efficiently.
- Organise interviews and communications to all candidates and support candidates and Managers through selection processes.
- Carry out pre-employment checks for new members personnel and prepare offer and contract papers for approval.
- Coordinate and assist as required in delivery of induction processes.
- Coordinate DBS applications and payments as required, monitor and prompt annual review checks for staff that are registered with DBS update service.
- Coordinate absence management systems including collection of self-certification forms and ensure completion of return to work forms.
- Assist in company communications and developing programmes of information and social events.
- Manage all incoming queries to the HR inbox with agreed service levels.
- Update daily audit sheet and follow up on missing employment checks such as references, return of completed new starter information forms.
- Maintain and update personnel files with copy correspondence.
- Maintain and update all relevant spreadsheets containing employment related information e.g. absence, holidays, starters and leavers.
- Follow up completed probationary forms and prepare relevant correspondence to staff.
- Note taking for HR and other meetings as required.
- Prepare letters to any changes to terms and conditions e.g. flexible working.
- Assist with all types of leave administration e.g. maternity, paternity and shared parental leave and ensure that associated payroll processes are completed and communicated to Finance.
- Assist in coordination of all company meetings
- Provide admin support to HR Manager as required including filing, telephone answering, scanning, photocopying and emails.
- Work closely with Finance and ensure that payroll information is actioned and submitted accurately and in a timely manner.
- Monitor staff leavers and ensure relevant forms are completed and Finance updated for pay roll.
- Assist HR Manager in production of information for audit and compliance purposes.
- Book and coordinate training as required, track and prompt any refresher training that needs to be repeated on an annual basis.
- Play an active role in life of the company, attending first day of rehearsal meet and greet sessions, dress rehearsals etc.
- Any other duties as appropriate and reasonably required.

DUTIES AND RESPONSIBILITIES OF ALL STAFF MEMBERS

- To be aware of the work of other departments in the achievement of the Royal Exchange Theatre's aims and to take an active part in communicating and co-operating with other staff and departments.
- To work in accordance with the Equality and Diversity policy of the Royal Exchange Theatre and to participate in the achievement of the theatre's Diversity action plan.
- To be aware of, and comply with, rules and legislation pertaining to Health and Safety at work and to abide by the procedures as set out in the Health and Safety policy.
- To take part in the company's work around Sustainability and reduce environmental impact.
- To be aware of and comply with rules and legislation pertaining to Safeguarding and to abide by the procedures as set out in the Safeguarding policy.
- To abide by other guidelines, procedures and policies provided by the Company.
- To take part in such working groups and committees as might from time to time be required for the fulfilment of departmental or company aims.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Experience of work within a HR function and desire to pursue a career in HR	Working towards a CIPD qualification
Ability to manage own workload and prioritise tasks	Experience of working in a theatre
Excellent attention to detail and accuracy	Experience of working in a charity or social enterprise
A proactive 'can do' attitude with a positive approach to problem solving	Advanced competence level with Microsoft Excel and Word
Calm under pressure and maturity and confidence to set and meet deadlines	Experience of work as volunteer or with volunteers
Excellent written and verbal communication skills	Experience of working in a small team where flexibility, adaptability is required
Excellent IT skills Microsoft Word, Excel and Outlook	
Excellent listening skills and ability to communicate with people at all levels	
Discretion, honesty and trustworthiness	
Interest in theatre	