



HR Coordinator

RECRUITMENT PACK

Perth Theatre and Concert Hall
Mill Street
Perth PH1 5HZ



Who We Are

Central to local cultural life for over 120 years, Perth Theatre and Concert Hall create life affirming, shared experiences in the performing arts that ignite the imagination and make living more meaningful. Our world-class venues, award-winning programming and inclusive learning and engagement projects play an essential role in stimulating positive wellbeing within the communities we serve, benefitting the local economy and raising the profile of the area.

Perth Theatre and Concert Hall is the trading name of Horsecross Arts Ltd, the charitable organisation established in 2005 to run both venues. Horsecross Arts Ltd is registered in Scotland, no. SC301328 and a charity no. SC022400.

"It's one of the things that attracted me to Perth... the cultural life... it seems it's fantastic. There's a great variety in the theatre and the concert hall... we're so lucky!" **Audience Member**



What We Need

Job Title: HR Coordinator
Status: 37.5 hours full-time
Reports to: Head of Finance and HR
Salary: £28,114.69

Purpose of Role

This role will form a part of our Finance and HR Department. The Finance and HR Department services all the financial and people needs of the organisation. The financial and people activities of the department fall into three identifiable categories:

- Organisational and statutory tasks to service the day-to-day financial requirements of the organisation (e.g. payroll, recruitment and induction, banking, petty cash and VAT);
- Provision of management information to the Trustees, the CEO and the Heads of Departments to support and advise in the financial management of the organisation (e.g. budgetary control, variance analysis and management accounts, absence statistics and training requirements);
- Leading the continuous improvements of organisation-wide financial and people arrangements (e.g. internal audit, development planning and forecasting, training, recruitment, equality and diversity).

The appropriate and relevant Finance and HR department staff will also be involved in general organisational issues. The Finance Manager will be part of the wider management team of the organisation. The Head of Finance and HR will be part of the Leadership Team and play a key role in strategic decision-making throughout the organisation.

The department is currently using Xero, BrightPay/BrightPay Connect and the 365 Microsoft Office suite of software.

This role is responsible for all HR duties within the organisation.

Organisational Relationships

Line Manager: Head of Finance and HR

Key Relationships: Heads of Department, Finance & HR Team

External Relationships: External HR Consultants, ONS

Location

You will be based at both Perth Concert Hall and Perth Theatre and will be required to work across both spaces. The role can be hybrid, allowing up to 40% of time WFH.

Duties and Responsibilities

HR

- Manage the HR and Recruitment inboxes;
- To be responsible for the administration of all employee information including recruitment, induction, sickness (and other) absence and contractual information and entry onto HR database in conjunction with the Payroll & Finance Coordinator;
- In conjunction with the External HR Consultants, ensure that the systems within the HR operation throughout the organisation are fully compliant with the organisation's HR and statutory procedures;
- Ensure that all HR queries from staff are dealt with appropriately following guidance from the External HR Consultants;
- Support management with performance management, including grievances, disciplinary meetings etc. following guidance from the External HR Consultants;
- Liaise with the external HR consultants as required;
- Identify any HR issues which may necessitate an investigation in conjunction with the External HR Consultants/Head of Finance and HR, the Finance Manager and Payroll;
- Advise and support management including the Head of Finance and HR/Leadership team in other HR matters as required following guidance from the External HR Consultants;
- Assist with the administration of staff training and development;
- Liaise with members of the Finance & HR team around starters, leavers, and changes to contract terms;
- In conjunction with the Payroll and Finance Coordinator, administer the Annual Leave process across the organisation;
- In conjunction with the Head of Finance and HR and departmental managers, administer the Annualised Hours process across the organisation;
- Prepare HR statistics and MI (management information);
- Administer the employee engagement process/Employee Forum.

Other Duties

- Assist the Finance Manager and the Head of Finance and HR in the development of policies and procedures for the relevant areas of responsibility;
- Train the relevant staff across the organisation in adherence to the policies and procedures for the relevant areas of responsibility;
- Provide effective support and assistance to the Head of Finance and HR to ensure that all departments are working within the organisation's HR procedures;
- Assist where required with the Payroll inbox;
- Carry out general administration duties and filing;
- Deal with queries both internally and externally efficiently and promptly;
- Complete other tasks and special projects assigned from time to time by the Head of Finance and HR or the Finance Manager;
- To act professionally and to show commercial acumen at all times.

This job description is not exhaustive, and the post-holder will also be required to carry out any other reasonable duties.

Responsibilities of all staff

To be aware of the work of other departments in the delivery of the company's charitable objectives. You will take an active part in communicating and co-operating with other staff and departments, contribute to an enthusiastic, positive work climate within the organisation and take an active part in achieving high standards of customer and client care.

You will be expected to attend team meetings and all internal and external meetings as required, follow all Perth Theatre and Concert Hall guidelines, procedures and policies and work in accordance with the Equality & Diversity Policy of Perth Theatre and Concert Hall.

Person Specification

The ideal candidate will have:

- Experience of working in an HR advisory or administrative role;
- Knowledge of HR practices and employment law;
- Minute taking experience;
- Excellent people skills;
- Ability to work well with colleagues, multiple departments and within a team office environment;
- Excellent communication skills;
- Ability to prioritise and remain resilient in the face of multiple demands upon time available and a busy workload;
- Ability to use initiative, overcome obstacles and problem solve.

IDEA

Striving for a future in which the performing arts are essential to our communities.

We need to ensure our people are representative of the communities we engage with locally and nationally. We are seeking diverse, enthusiastic and committed applicants who believe in the fundamental value of the performing arts and embrace diversity of backgrounds, experiences, skills, cultures, and outlooks. Starting from a position of inclusion being fundamental to all our activities, we are committed to providing life-enhancing experiences for everyone, regardless of age, background, ethnicity, gender, geographical location, physical or mental ability, religion, sexual orientation, social conditions, work or employment status. Necessarily, our approach steps beyond the legally protected characteristics.

How to Apply

Deadline: Monday 20 May 2024

Interviews: W/C Monday 27 May 2024

To apply, please submit your CV and a covering letter detailing relevant experience and interest in the role, along with a completed IDEA Monitoring Form to:

recruitment@perththeatreandconcerthall.com