

Job Description

Job Title:	HR Advisor
Location:	Cheltenham (with occasional homeworking) We are due in our new home at the Minster Exchange by 2022
Responsible to:	Director of HR and Operations
Hours:	Full time (37 hrs) Some evening and weekend work required during festivals.
Salary:	£29,000 - £32,000 per annum
Benefits include:	<ul style="list-style-type: none"> • 33 days holiday per annum including bank holidays (pro rata for part-time) • Pension • Staff Ticket Allocation

Background information

Cheltenham Festivals is a charity co-creating experiences which bring joy, spark curiosity, connect communities and inspire change. Our year-round education, community and talent development programmes culminate at the town's internationally acclaimed Jazz, Science, Music and Literature Festivals.

Since the launch of the Music Festival in 1945 and the Literature Festival in 1949 (the World's oldest Literature Festival) Cheltenham has been at the forefront of contemporary British culture. The Jazz Festival was introduced in 1996 and the Science Festival in 2002.

The charity is led by a Senior Management Team (SMT) that is responsible for digital and live content, all year-round outreach & education programmes, festival delivery, marketing, HR and finance

The Role

In consultation with the Director of HR and Operations, the postholder will manage all HR processes and policies to ensure equal opportunity and parity across the Charity and deliver a high level of employee engagement, taking into account staff- wellbeing and development. Providing support and advice to Heads of Departments and Line Managers to ensure staff reflect the Charity's culture and values and perform at the level of expectation required in their roles.

Detailed Job Description

- To keep up-to- date with current practice, changes in legislation and conditions of employment and good practice in line with the Charity's organisational culture.
- To support the Senior Management Team in meeting all statutory requirements, best practice standards and, when required, to provide support to relevant meetings, and to offer professional advice.
- In consultation with the Director of HR and Operations, to provide the organisation with comprehensive and user friendly personnel policies, procedures and associated documentation, ensuring proper consultation, training and communication prior to implementation
- To provide a comprehensive administration support service to the SMT, Heads of Departments and Line Managers with particular emphasis upon recruitment and selection procedures and to ensure all appraisals and assessments of permanent staff are carried out, completed, signed and returned to personnel files.
- To administer the recruitment process, including providing advice to Line Managers in drawing up focussed job descriptions in line with the organisational strategy, advertising job vacancies, processing invoices, updating the website, providing a point of contact for vacancy enquiries and collating the return of application forms.
- To support the charity in the recruitment of freelance staff and practitioners for the festivals and year round education and outreach projects, to include giving advice and support to the Operations team in management of the Volunteer Programme for the Charity.
- After initial appointment follow up on all relevant paperwork for new staff, ie employment references, eligibility to work in UK and where necessary administration associated with obtaining DBS records.
- Process new starters ensuring all documentation is received and that documentation is passed to payroll, IT and other internal departments where required
- Ensure all areas of personnel administration, files and processes are kept up to date and in a logical and orderly manner.
- Maintain a record of staff on probation and undertake all associated administrative tasks, including confirmation that staff can be transferred to the permanent establishment and put on the group pension scheme.
- Lead on providing learning and development records for all staff, research and provide advice on staff development and research appropriate training and courses when required.
- Record and monitor all absences, holiday, sickness, statutory and compassionate leave, inform payroll when relevant
- In consultation with line managers support and co-ordinate induction of new members of staff to ensure they are well equipped and trained on internal processes and standard organisational software and databases.
- In consultation with the Director of HR and Operations review, update and maintain the staff handbook

- Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information

General responsibilities – in addition to the above specific responsibilities all the Cheltenham Festivals team are expected to:

- Diversity and Inclusion: ensure that our Equality, Diversity and Inclusion (EDI) policies are followed and embrace the benefits of diversity so that everyone – irrespective of individual differences in their identities, background or any personal characteristics – receives fair and equal treatment in a safe, welcoming and enjoyable environment.
- Performance Improvement: be responsible for your own performance, participate in our performance review procedures and propose better, faster or less expensive ways to do things which help our overall mission.
- Health and Safety: be responsible for ensuring the health and safety of the team and yourself by following safe systems of work, and by meeting the requirements of the health and safety policy.
- Be compliant with the law and the Festivals’ policies especially with regard to data protection and IT security and ensure other policies as advised from time to time are followed.

This job description is not intended to be exhaustive and the nature of our work and the size of our team at Cheltenham Festivals requires everyone here to be flexible. You may be required to take on such reasonable additional or other responsibilities and tasks as we need from time to time.

Personal Specification

Criteria	Essential
Skills required	<ul style="list-style-type: none"> • Robust employment law knowledge • Experience of recruitment and assessment of a variety of roles • Experience of building employee engagement, equality and diversity • Experience of designing and delivering training for line managers • Experience of managing reward and benefits • Experience of working within an HR department or team. • Ability to provide accurate employment advice and support • Excellent IT skills – incl HR Information Systems
Disposition	<ul style="list-style-type: none"> • Exceptional people skills • A team worker • Excellent verbal and written communications • Ability to problem solve • Excellent organisational skills • Integrity especially with confidential information • Confident • Fair and consistent
Qualifications	<ul style="list-style-type: none"> • Member of CIPD preferable or equivalent demonstrable experience