



HR Coordinator

Salary: £21,805 pro rata, per annum (full time equivalent based on 37 hours, subject to job evaluation)

Hours: 20-37 hours per week (flexible to suit candidate)

Holiday: 20 days per annum plus 8 standard bank holidays (pro rata for part time)

Partial remote working available

Closing Date: 19th January 2022

Interview Date: 28th January 2022

Place of Work: Connaught Theatre, Union Place, Worthing, BN11 1LG

Reports To: HR, Business and Training Manager

Line Manager Responsibility For: none

WTM offers a range of benefits to its employees including: pension, occupational sick pay (after completion of probation period), help with eye tests and flu jabs, an Employee Assistance Programme where employees can access various services including counselling and legal advice, Wider Wallet discount and benefits platform and staff ticket offers on WTM shows and events.

Worthing Theatres and Museum aims to:

- Surprise and delight our audiences with visionary work of artistic excellence.
- Provide aspirational opportunities for young people ensuring the creative voices of the future.
- Cultivate creativity, supporting the next generation of artists.
- Champion inclusion, curating a diverse programme.
- Invest in our teams, making creative thinking the norm.
- Drive forward the development of Worthing's experience economy promoting positive place making and civic pride.
- Ensure financial success providing best value to the community, guaranteeing the longevity of the organisation.



Job Description

Principal purpose of job (role summary)

Support and work with the HR, Business and Training Manager (HR B&T Manager) to provide an excellent HR service for the organisation.

Have a working knowledge of employment law, be able to advise managers on HR policies and procedures including statutory procedures. Act as the first point of contact for our employees on HR matters. Liaise with managers over sickness and probation cases, obtaining relevant information and seeking guidance from the HR B&T Manager. Provide accurate and efficient HR coordination and administration. Leading on the Staffsavvy HR system, ensuring all onboarding and recruitment is completed in an efficient and timely fashion in line with internal policies and legal requirements.

Main duties, tasks and responsibilities of post holder

- Be the first point of contact for our employees
- Advise managers on HR policies and procedures
- Liaising with managers regarding maternity, paternity, shared parental leave, adoption and other similar cases.
- Be the HR lead on Staffsavvy, liaising with managers and staff on any queries
- Maintain the recruitment module and liaise with new starters to ensure the onboarding process is completed in an efficient and timely fashion in line with internal policies and legal requirements.



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- Be the day-to-day point of contact with WTM's external HR company working with them to deliver on the Service Level Agreement ensuring the HR administration is efficient and effective.
- Draft letters/contracts for new starters, staff changes and any other correspondence as directed by the HR, B&T Manager.
- Assist in the organisation of staff training as requested by the HR, B&T Manager, ensuring that staff receive invites to relevant training and that staff complete training evaluation forms afterwards and return these to HR.
- Process all necessary paperwork and data in respect of sickness absences and other leave requests, including saving documents to personal electronic files.
- Organise job evaluation panels and ensure that the panel have all the relevant paperwork to evaluate jobs within the required timeline.
- Generate management reports as required from staff savvy.
- Gather HR data and undertake research for specific projects on an ad hoc basis as requested.
- Assist with the recruitment process as required including liaising with marketing to post adverts to WTM's website and social media and posting adverts: internally, on arts and recruitment websites, LinkedIn and Indeed etc.
- Contribute fully as a member of the HR Team by participating in team meetings.
- To undertake any other duties as may reasonably be required by the HR Business and Training Manager.
- Ensuring that telephone calls are answered, the team e-mail inbox is monitored including prioritising staff and manager queries when necessary, escalating as necessary to HR B&T Manager or other managers as appropriate.
- Work with the HR team to collate staff changes for payroll ensuring deadlines are met and all information is accurate and complete to ensure that all staff are paid correctly



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- To monitor sickness absence levels within WTM and use the HR system to alert managers to cases where staff have either reached the triggers for short-term or long-term absence.
- Assist in researching job roles and descriptions and salary benchmarking.
- Ensuring equality monitoring is prioritised and that WTM is meeting its requirements as a Disability Confident Committed Employer.
- To ensure that new members of staff are taken through the staff handbook when they join us as part of our induction process and that leavers are sent an exit questionnaire.
- Process purchase orders and invoices for training and any other HR expenditure as requested.
- Ensuring that staff training records are kept up to date.
- Calculate and check annual leave entitlements.
- Ensure that the GDPR rules are adhered to and that you undertake the work required in a confidential manner.

1. General

- Undertake all duties in accordance with WTM policies, in particular those relating to Customer Care and Equal Opportunities.
- Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.
- Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or WTM policies.
- Promote the service and WTM positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.



Duties will be set out in this job description but please note that WTM reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Selection Criteria

Essential

- Studying for the level 5 CIPD qualification or gained relevant experience in a busy HR team.
- An understanding and knowledge of employment legislation and, HR policies and procedures.
- Some experience of dealing with either sickness or probation or similar cases.
- Compassionate and tactful when dealing employee queries.
- Excellent administrative skills including experience of using an HR system including a recruitment module.
- Demonstrable experience of undertaking a variety of HR-related administrative tasks.
- Excellent analytical and numerical skills.
- Excellent written and oral communication skills.
- Computer literate, skilled in using excel spreadsheets, creating word documents and designing presentations using powerpoint.
- Proven organisational skills, able to work unsupervised and use own initiative
- Excellent administration and time management skills
- Able to work accurately with excellent attention to detail
- Ability to work to regular payroll deadlines
- Ability to identify problems and find solutions.
- Ability to work as part of a team and in a flexible manner.
- Have an awareness of equalities and how to apply this in the workplace thinking about both customers and colleagues

Worthing Theatres & Museum is a registered charity and pursues a policy of equal opportunities. Worthing Theatres & Museum values diversity, promotes equality and



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challenges discrimination. We encourage and welcome applications from all backgrounds and all parts of the community.

All applications are judged on merit.

