

LIVERPOOL'S ROYAL COURT

HR Administrator

Job Information Pack

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Liverpool's Royal Court

Liverpool's Royal Court Theatre has been producing high-quality, accessible theatre for over 18 years. We present real Liverpool lives on stage and celebrate all that is good about Liverpool's rich culture. We became an Arts Council National Portfolio Organisation in 2018. The theatre is one of the largest producing theatres in the North of England and we are proud to be recognised as successfully engaging non-theatre audiences and participants from some of the most deprived social and economic areas of the UK.

Mission

To entertain, educate and uplift people by creating an environment that makes theatre accessible to all and enriches Liverpool's vibrant cultural life.

Vision

That the theatre is a space where everyone, regardless of background or experience with the arts, feels welcomed and inspired. Our stage is a platform for innovation, creativity and collaboration and we strive to nurture the next generation of artists and audiences alike.

Belief

That the theatre speaks to the experiences and aspirations of the people of Liverpool and is dedicated to representing the city's vibrant culture and heritage.



About the Job

An excellent opportunity has arisen for an HR Administrator to support the Head of Finance and Administration in all HR matters. This role would suit somebody who is currently in a similar role and would like greater exposure and responsibility with opportunities for progression. The successful candidate will be able to prioritise, great communication skills will be second nature to you. In turn, we can offer real development in a supportive and progressive environment. This role offers a clear career progression pathway to HR Manager, as you develop your expertise and successfully complete your CIPD Level 5 qualification, pending performance and business requirements.

This role would suit somebody who is currently in a similar role and is looking for greater exposure, increased responsibility and opportunities for progression. The successful candidate will be able to prioritise effectively, and great communication skills will be second nature to you. In return, we can offer genuine development opportunities in a supportive and progressive environment. This role offers a clear career progression pathway to HR Manager as you develop your expertise and successfully complete your CIPD Level 5 qualification, subject to performance and business requirements.

Job title: HR Administrator

Responsible to: Head of Finance and Administration

Location: Liverpool's Royal Court, 1 Roe Street, Liverpool, L1 1HL

Contract: Permanent, full-time

Salary: £27,500 - £32,500 depending on experience and sector

Hours: 37.5 hours per week (full-time), including some weekend and evening work to attend Theatre shows and events

Staff Benefits

- 25 days' holiday per year, plus bank holidays
- Pension contributions
- Health and wellbeing Support
- Complimentary tickets to all Main House shows
- An invitation to dress/technical rehearsals for all main house shows
- Staff discounts on meals and drinks in our café and bar

Key Tasks

1. Contract Management

- **Drafting and Reviewing Contracts:** Prepare, review, and modify employment contracts, ensuring compliance with legal requirements and organisational policies.
- **Renewals and Amendments:** Manage contract renewals, amendments, and terminations, ensuring timely processing and compliance with organisational standards.
- **Record Keeping:** Maintain accurate and up-to-date records of all employee contracts, including tracking key dates for renewals and expirations.
- **Employee Liaison:** Act as a point of contact for employees and management regarding contract-related enquiries (enquiries) and issues, facilitating clear communication.

2. Employee Life Cycle Management

- **Onboarding:**
 - Coordinate the onboarding process for new hires, ensuring all necessary documentation is completed and processed.
 - Conduct orientation sessions to familiarise new employees with company policies, culture, and procedures.
 - Prepare onboarding materials, including employee handbooks and training schedules.
- **Offboarding:**
 - Manage the offboarding process for departing employees, including exit interviews, document retrieval, and final pay arrangements.
 - Ensure compliance with legal requirements and organisational policies during the offboarding process.
 - Collect feedback during exit interviews to identify trends and areas for improvement within the organisation.

3. General HR Support

- **HR Policies and Compliance:** Assist in developing and implementing HR policies, ensuring they are communicated effectively and adhered to by all staff.
- **Employee Records Management:** Maintain accurate and confidential employee records in accordance with legal and regulatory requirements.
- **Reporting and Analytics:** Generate reports on HR metrics related to contracts and employee lifecycle management, providing insights for decision-making.
- **Support HR Projects:** Participate in HR initiatives and projects as assigned, contributing to process improvements and organisational goals.

4. End-to-End Recruitment Process

- Collaborate with hiring managers to define role requirements and job descriptions.
- Source candidates through multiple channels such as job boards, social media, and referrals.
- Screen CV's and conduct initial interviews to assess qualifications and organisational fit.
- Coordinate interviews between candidates and hiring teams, managing schedules and feedback loops.
- Administer candidate assessments and manage offers and onboarding procedures.
- Ensure a positive candidate experience throughout the recruitment lifecycle.
- Track and report on recruitment metrics such as EDI (Equality, Diversity and Inclusion) statistics, time-to-hire, and cost-per-hire.

5. HR Policies

- Develop and update HR policies in compliance with legal regulations and organisational standards.
- Communicate policies effectively to employees and management to ensure to help with any queries. - ensuring any queries are addressed or responding to any queries.
- Provide guidance and support on policy interpretation and application to both employees and management.
- Ensure that policies are inclusive, equitable, and in line with best practices for workplace culture.
- Monitor and assess the impact of policies, making necessary adjustments based on feedback.

6. Point of Contact for HR Data

- Serve as the primary point of contact for management and employee queries related to HR data, such as sickness and absence, probation reviews, holidays, and worked hours.
- Maintain accurate HR data records in systems, ensuring confidentiality and compliance with data protection regulations (e.g., GDPR).
- Generate and provide reports on employee attendance, leave balances, and other HR metrics upon request.
- Work with managers to schedule probation review meetings and ensure timely completion of evaluations.
- Assist in tracking and managing holiday requests, ensuring proper coordination with payroll and team schedules.



The successful candidate will have:

Essential Criteria

- Proven experience as an HR Administrator or similar role, supporting staff at different levels within an organisation
- Evidence of a proactive attitude to work and the ability to take the initiative
- Evidence of strong verbal and written communication skills
- Excellent organisational and multitasking skills
- Proficiency in Microsoft Office Suite and other relevant tools
- Payroll administration experience, with the ability to ensure data accuracy and support timely payroll production
- Understanding of Equality, Diversity and Inclusion principles, with the ability to help embed EDI into HR processes and policies
- Ability to communicate with diverse stakeholders and manage competing priorities across different teams and areas of work

Desirable Criteria

- CIPD Level 3 qualification, working towards CIPD Level 3, or willingness to undertake professional HR development
- Experience with HR management systems, including BrightHR or similar systems
- Experience in contract management and administration
- An enthusiasm for HR and administration
- Evidence of self-motivation
- Enthusiasm for theatre and the arts, or a demonstrated commitment to supporting cultural and community organisations
- Knowledge of or interest in arts funding bodies, including Arts Council England, trusts, or similar funders
- Sense of humour



How To Apply

If you think that you meet all the requirements to be a successful candidate, please send us the following:

- An up-to-date CV
- A supporting statement which details why you want the role, how it fits into your longer-term career plans and how you feel you meet the expectations of the JD, ensuring that you address each point under the 'successful candidates will have' section above
- The names and contact details for two referees, one of whom should be your current or most recent employer, if possible. We will not contact any referees without your prior permission

If you require further information about this recruitment process, need additional information about the role, or would like to discuss your access requirements, please email HR on **HR@liverpoolsroyalcourt.com**

We would appreciate it if all candidates could complete the EDI form to help the organisation to monitor diversity across the organisation. We strongly encourage all applicants with disabilities and people from ethnically and culturally diverse backgrounds to apply as we strive for our team and our work to be informed by and representative of the diverse communities we serve.

We're committed to creating a comfortable and inclusive environment for all candidates, so please let us know if you need any reasonable adjustments or special arrangements for the interview.