

HUMAN RESOURCES OFFICER

Reports to: Head of Human Resources
Department: Human Resources
Contract: Fixed-term, 1 year appointment

Overview

As the HR Officer at the Design Museum you will work as part of the HR team providing a professional, generalist and timely HR service to all departments at the museum. You will provide advice and guidance to managers and employees that is customer focussed, helps enhance employee performance and is responsive to business and organisational needs.

You will work closely with the directors, senior management team, line managers and employees advising and supporting the organisation through a period of organisational development and change. You will also support and assist the HR Manager with strategic HR projects through research, analysis and report writing.

The museum is opening at spectacular new premises in Kensington on 24 November 2016. The HR team will play a key role in ensuring the museum is prepared and ready for the opening. It is exciting time to be joining the museum with this role providing a unique opportunity to develop the full range of HR skills and experience.

You will be an enthusiastic individual with a passion and aptitude for HR, ideally you will have some experience in the field and be studying or a fully qualified HR practitioner. You will have excellent organisation skills and be able to manage and deliver the full range of HR activities.

Main responsibilities

- To provide professional HR advice and support to managers on employment law and general HR issues, including discipline, attendance management, performance management and appeals, ensuring all managers are aware of and comply with current employment legislation and museum policies.
- To provide advice and guidance to managers on the interpretation and implementation of museum HR strategy, policies and statutory requirements ensuring compliance and consistency in the application and interpretation.
- To undertake and assist with strategic HR projects, policy development, internal staff communications and case work arising from the museum's business plan, relocation, organisational development initiatives and statutory requirements. Represent the HR function on project teams and working groups etc. as required.

- To monitor, at an operational level, the workforce plan, ensuring workforce 'establishment' is maintained and targets are met. Assist with workforce planning by examining organisational data to ascertain the museum's ongoing needs.
- To assist the HR Manager in developing and implementing the museum wide training and development plan from the collating of training and development needs, carrying out a training needs analysis, identifying training solutions through to implementing and evaluating the outcomes of the plan.
- To assist managers in all aspects of the recruitment process from the production of job profiles and person specifications, advertising, selection methodology to pre-employment checks and the issue of new appointment documentation to ensure efficient and effective selection and deployment of staff.
- To work with managers to coordinate induction of new staff, internal staff changes and staff leavers ensuring that all organisational policies and guidelines are understood and necessary paperwork completed.
- To provide a comprehensive administrative HR service to include administrative support in the following areas: appraisal process, annual pay review, probation, renewal of contracts, pay changes, sickness absence, training and development, equal opportunities and diversity and the maintaining of paper and electronic files and personnel monitoring systems.
- To work with the Head of IT and HR Manager to set up, populate and manage a HR database for the museum ensuring all data is accurate, up to date and kept in accordance with data protection requirements.

Knowledge, experience and qualifications

Essential

- A HR professional with a wide range of experience in providing a HR service covering the full range of HR activities including resourcing, employee relations, training and development, equal opportunities and diversity and performance management.
- Experience of undertaking HR projects both in a leading and supporting capacity involving research, benchmarking, option appraisal and report writing activities.
- Experience of developing HR policies that meet business needs, best practice and are legally compliant.
- Excellent written communications skills; the ability to draft staff communications, correspondence, policy documents and other communications to a high level of written English both grammatically and

in content;

- Excellent verbal communication skills; the ability to deal with all levels of colleagues professionally, confidently and politely;
- Excellent time management and organisational skills with the ability to work under pressure in a busy environment;
- Self-motivated, flexible, able to take initiative with the ability to work independently and as part of a team;
- Reliable, enthusiastic, discreet and with a committed approach to work;
- Full or a minimum part qualified CIPD.
- Good knowledge of employment law and forthcoming legislative developments.
- Good literacy and numeracy skills, including computer literacy (MS Word, PowerPoint and Excel).

Desirable

- Experience of supporting projects including pay reviews, alignment/review of terms and conditions, change management and equality and diversity projects.
- Experience of HR in the cultural sector.

ABOUT THE DESIGN MUSEUM

The Design Museum is building the world's leading museum devoted to contemporary design in every form from furniture to graphics, and architecture to industrial design. For the Design Museum, design is a continually evolving subject which it explores through its exhibitions programme, permanent collection, learning and research activities. It is a way to understand the world and how you can change it. The museum's mission is to create the most engaging, exciting and inspiring design museum in the world.

Thirty-five years ago, Terence Conran established the forerunner of the Design Museum, the Boilerhouse, in the basement of the Victoria and Albert Museum (V&A) in London. As planned, the Boilerhouse quickly outgrew the V&A and in 1989 it moved on to become the Design Museum, in an architecturally striking transformation of a Thameside warehouse near Tower Bridge. Since then it has emerged as an institution with international status and significance, playing an important role in putting design and architecture on the cultural agenda.

The museum recently relocated from its home in Shad Thames to the former Commonwealth Institute building in Kensington, West London. Leading designer John Pawson will convert the interior of the building creating the museum's new home, giving it three times more space in which to show a wider range of exhibitions, showcase its world class collection and extend its learning programmes.

OUR MISSION, VISION AND VALUES

Our vision

We want everyone to understand the value of design

Our mission

To create the most inspiring, exciting and engaging Design Museum in the world

Our values

Welcoming everyone to the museum and making them feel it's a place for them

Collaborative engaging with many partners to bring our vision to life

Enterprising working hard to make the museum a financial success and build a strong commercial reputation

Provocative challenging people to look and think afresh about design

TERMS + CONDITIONS

Salary: Up to £24,000 per annum, dependant on experience

Hours: Full-time, 40 hours per week

Annual leave: 25 days per annum

The museum offers many other benefits including access to a defined contribution pension scheme, season ticket loan, childcare voucher scheme, cycle to work scheme, free entry for friends and family to the museum, a variety of staff discounts including the museum shop and restaurant and free entry to a wide number of galleries and museums in London.

To apply please email a covering letter which addresses the criteria as set out in the person specification, CV and Applicant Information Form to applications@designmuseum.org.

Please quote Job Ref: HROff(2)/2016 in the email subject header

Closing date for applications: Monday, 31 October 2016, 9am

Interviews: 4 & 7 November 2016

Due to the high volume of applications the museum receives we are unable to provide a response to applications on an individual basis. If you do not receive a response from us within two weeks of the closing date then you can assume that you have not been successful on this occasion.

The Design Museum is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

designmuseum.org