

HR Advisor

Reports to: head of human resources

Department: human resources

Contract: 12 month fixed-term contract

Anticipated start date: 12 November 2018

Overview

The Design Museum is seeking a HR professional to work as part of the HR team providing expert, customer focused and timely HR service to all departments at the museum. The HR team plays a key role in ensuring the museum has the workforce to deliver its inspiring programme of exhibitions. It is an exciting time to be joining the museum with this role providing a unique opportunity to develop the full range of HR skills and experience

The ideal candidate will be an enthusiastic individual with a passion for and some experience in generalist HR. An aptitude for and experience in using HR information systems is essential. They will have excellent organisation skills and be able to manage and deliver the full range of HR activities.

Job scope

Reporting to the Head of Human Resources, the HR Advisor works closely with the Volunteering Manager to deliver the HR function. They work with the Head of HR to manage and maintain the HRIS.

Main responsibilities

Advice and guidance

- 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.

HR Information System

- To work with the Head of HR to manage and maintain the museum's HRIS resolving employee queries, troubleshooting any IT issues, generating management reports, developing automated processes, training employees as necessary and implementing improvements and updates.
- To ensure all data is accurate, up to date and kept in accordance with data protection requirements.

Resourcing

- 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 manage the recruitment processes specified above through the museum's online recruitment portal and HR system.

HR administration

- 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.

HR projects

- To undertake and assist with strategic HR projects, policy development, internal staff communications and case work arising from the museum's business plan, change management organisational development initiatives and statutory requirements. Represent the HR function on project teams and working groups etc. as required.

Learning and development

- To assist the Head of HR 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.

Employee life-cycle procedures

- 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.

Volunteering

- Work with and support the Volunteer Manager in recruiting and managing the museum's volunteer pool ensuring their maximum contribution to the museum.

Knowledge, experience and qualifications

Essential

Experience

- Experience of providing a HR service covering a wide range of HR activities including, recruitment, induction, pay and benefits, performance management, learning and development, advice on terms and conditions, employee relations and, employee wellbeing and engagement.

- Experience of the management and maintenance of HR Information Systems, report generation and development of system based processes.
- Experience of administrative HR including, appraisals, annual pay review, probation, renewal of contracts, pay changes, sickness absence, learning and development, equal opportunities and diversity and the maintaining of paper and electronic files.
- Experience of undertaking HR projects both in a leading and supporting capacity involving research, benchmarking, option appraisal and report writing activities.

Knowledge

- Knowledge of current trends, best practice and new thinking relating to HR best practice.
- Good knowledge of employment law and forthcoming legislative developments.

Skills

- Excellent communication, interpersonal and stakeholder management skills.
- An aptitude for managing, maintaining and developing online databases and their associated systems and processes.
- Experience of managing a varied workload with the ability to prioritise your work in order to meet deadlines.
- Excellent written communications skills; the ability to draft staff communications, correspondence, policy documents etc., to a high level of written English both grammatically and content.
- Excellent verbal communication skills; the ability to deal with all levels of colleagues and stakeholders professionally, confidently and politely.
- Excellent time management and organisational skills with the ability to work under pressure in a busy environment.
- Good literacy and numeracy skills, including computer literacy (MS Word, PowerPoint and Excel).

Personal qualities

- Self-motivated and able to work independently.
- Passionate about HR and the benefits it can create for organisations.
- Positive and enthusiastic attitude.

Desirable

- Associate member (or studying to become) of the CIPD
- Experience of using Cascade HR software.
- Experience of developing HR policies that meet business needs, best practice and are legally compliant.
- Experience of supporting projects including pay reviews, alignment/review of terms and conditions, change management and equality and diversity projects.
- Experience of volunteer management.
- Experience of HR in the cultural sector.

Terms and conditions

Salary: up to £25,000 per annum, dependent on experience

Holidays: 25 days per annum + christmas eve (museum is closed)

Hours: full-time, 37.5 hours/5 days per week

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.

Application process

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: HRAdvisor/2018 in the email subject header

Closing date for applications: 1 October 2018, 9.00am

Interviews: 5 October 2018

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 museum pro-actively seeks to collaborate with institutional partners, individuals and networks to realise its commitment to build a culturally diverse workforce. We positively encourage applications from underrepresented groups and consider candidates who are suitably qualified and eligible regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

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 landmark 1960s building in Kensington, West London. Leading designer John Pawson converted 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.

In May 2018, the Design Museum was announced as winner of the prestigious European Museum of the Year. Earlier this year, the Design Museum welcomed its one millionth visitor to its new home in Kensington and in its opening year it attracted 780,000 visitors between November 2016 to November 2017. *Ferrari: Under the Skin* became the most attended exhibition in the museum's history with over 100,000 visitors.

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

designmuseum.org