



Job description

Job title	People Advisor
Department	People Team (HR Business Partnering Team)
Contract	Permanent
Salary	£37,567 - £41,856 per annum
Hours	36 hours per week
Location	Tate Britain, Millbank, London
Reporting to	HR Business Partner

Background

Tate's vision is to serve as artistically adventurous and culturally inclusive art museums for the UK and the world. We deliver this through activities in our four galleries across the UK (Tate Liverpool, Tate St Ives, Tate Britain and Tate Modern), our digital platforms and collaborations with our national and international partners. At the heart of Tate is our collection of art, which includes the national collection of British art from the 16th century to the present day, and international modern and contemporary art from 1900 to the present day, spanning all continents. We seek to expand access to the collection and deepen understanding of art in all its diversity.

Tate is a leading global institution, and we influence critical thinking about art practice. Tate is committed to maintaining free entry for audiences to our collections. We see access to art for everyone as a universal human right and we see our galleries as sites of creative learning. We want to champion the importance of making art and encourage people to explore the many ways in which art is created and develop their own creative potential.

We want to welcome audiences that better reflect the towns and cities in our nation and attract a diverse international public. Our reach is already powerful. We intend to increase its impact across society, with art that resonates around the world.

Everyone who works at Tate has a role to play in achieving these goals. We offer exciting work built around our love for art, and have a strong commitment to equality, diversity and inclusion, with the aim to have our workforce and audience as diverse as the communities we serve. And everything we do is only possible thanks to our fantastic colleagues, who really know their stuff, support each other and want to do the best for our audiences.

We hope you will consider joining our team.

You can find further information about Tate on our website: www.tate.org.uk.

About the role

Tate has an exciting opportunity for a self-motivated People Advisor to join our HR Business Partner team based at Tate Britain, London. You will be supporting a number of different sites and occasional travel between sites is expected.

Reporting into an HR Business Partner you will be the first point of contact, supporting several diverse divisional teams and providing HR support and guidance on a range of HR matters, policies, and procedures. A big part of this role involves effective and timely management of Employee Relations casework across Tate, which can at times be complex and high volume. Working alongside the business, in a stakeholder facing role, you will enjoy delivering proactive and pragmatic business-focused people solutions, recommendations and be confident working directly with management and colleagues.

People matter at Tate, and it is essential that you are able to build and develop strong and positive relationships with managers and colleagues at all levels and be confident providing appropriate levels of support and challenge.

If you have a passion for HR and are motivated by making an impact on how HR engages with and supports Tate to achieve our ambitious goals, then this might be the role for you. To be the right person for our team, you will ideally be CIPD qualified with strong working knowledge of employment law including grievance, disciplinary, sickness absence and performance management. You will have managed a high volume of employee relations cases end to end with minimal supervision, ideally within a unionised environment. Some experience of managing change programs is also desirable. You will have excellent relationship building and communication skills, enjoy working collaboratively, with lots of autonomy, require minimal supervision and be confident working in a front line and busy role. If you love team working, are creative, organised, experienced in MS Office/HR databases and confident working with a good degree of complexity and ambiguity, then we'd love to hear from you.

About your team

Our HR Business Partner team sits within the wider People Team and comprises 3 People Advisors, 3 HR Business Partners, 1 Senior Employee Relations Lead, 1 Associate People Advisor and the Head of HR Business Partnering and Employee Relations. Our team are supported by the HR Assistants, who sit within the Talent and Operations Team, and who are the first point of contact for day-to-day colleague queries relating to HR policy, procedure and administration.

What you will do (Main Duties and Responsibilities)

Generalist Advice

- Manage end to end employee relations (including grievance, disciplinary, capability, sickness absence) casework for your designated business areas.
- Support HR Business Partners with any change projects in your designated areas, and lead on these as required (restructuring, reorganisations, changes to terms and conditions).
- Pro-actively champion and ensure the consistent implementation of HR policies and procedures.
- Work in partnership with the HR Talent and Operations team and the HR Assistants to ensure effective, timely people administration and recruitment procedures and support business need.
- Apply a pragmatic approach to best practice, employment law, and statutory requirements, applying this in a common sense way and ensuring sound advice is given to managers.
- Conduct appropriate investigations and case management into colleague or management conduct, maintaining case files, and reporting appropriately.

- Work independently and autonomously to manage complex casework including performance, grievance, capability or conduct issues up to and including dismissals.
- Attend meetings where necessary in the capacity of People Advisor/note taker.
- Work to resolve any disputes or grievances through informal resolution and mediation where appropriate.
- Coach Managers to raise awareness, build learning, and fulfil their people management responsibilities.
- Where applicable, liaise with local trade unions providing advice and guidance to management on union related matters.
- Monitor and analyse workforce data and management information, identifying trends and underlying issues; working with the HRBP team and operational managers to develop action plans to address.
- Work in collaboration with the Resourcing Manager and recruitment team, to support managers in resourcing their teams and developing effective recruitment and selection materials and techniques.
- Build and sustain positive working relationships across key customer groups and the wider organisation in order to influence decision making.
- Liaise with Tate's external Health Management provider and arrange health referrals with an Occupational Health Physician where necessary.
- Work with the Equality Diversity and Inclusion team and Communications and Engagement team to coach and continuously build the capability of management on EDI and engagement matters to support their teams.

Development & Implementation of People Policies and procedure

- Support in the development or review of HR policy, procedure or guidance as required including delivering training to management.
- Champion a consistent approach to people management across Tate and ensure HR policies are upheld consistently across your designated business areas, addressing inconsistencies directly and escalating any risks, issues, working collaboratively with the People Advisors and escalating any concerns to the attention of the HR Business Partner.
- Deliver any training necessary on either a scheduled or ad-hoc basis to ensure that both HR policies and best practice are fully communicated to managers/staff as necessary. This will include training on the HRIS once in place.

Administration and General Management

- Maintain close links with the Talent and Operations Team, Equality Diversity and Inclusion Team and the Engagement and Communications Team, ensuring that they are aware of any relevant issues or concerns, to improve the service provided to the business.
- Where applicable, maintain accurate and up to date records ensuring they are up to date and held securely in accordance with GDPR.
- Proactively manage occupational health referrals; changes to and expiry of fixed term contracts; flexible working requests; maternity/family friendly leave; job evaluations; supporting managers and escalating appropriately to the HR Business Partner if required.
- Work with the HR Business Partner team, to create a seamless employee experience, which will include participating in and where appropriate leading on, specific people

program activities and projects (e.g., wellbeing, diversity, engagement, policy writing, talent, reward) as required.

- Actively contribute towards the delivery of the HR Business Partner team's Operational objectives and our overarching ambition to provide an outstanding employee experience and make Tate a great place to work.
- Provide cover for members of the team as required.
- Carry out any additional duties commensurate with the grade and type of job.

What you will bring to the team

Essential

- Solid experience in a generalist front-line People Advisor role.
- Experience of case management of high-volume employee relations case work up to and including dismissal, with a particular focus on informal resolution of cases.
- Up-to-date working knowledge of employment law, and able to apply this flexibly and pragmatically to come up with practical solutions in line with business needs.
- Proven experience of proactively partnering and coaching with managers to influence and improve operational service delivery.
- Good level of Microsoft Office, HR systems and case databases trackers
- Demonstrable commitment to listening to and valuing diverse views.
- Able to identify themes, and issues, join the dots and find solutions.
- Produce, analyse and report management information.
- Strong interpersonal skills, be able to build effective stakeholder relationships and comfortable challenging in a respectful way to achieve a win-win solution.
- Confident communicator at all levels, able to communicate and present sensitive or complex information in a clear and easily understood format.
- Experience of inclusive recruitment, including participating in interview panels, guide colleagues and support good decision making.
- Resilient, able to work with minimal supervision, and manage a high workload of competing priorities in a timely way.
- Excellent organisational skills, time management and attention to detail.
- CIPD qualified, ideally level 5 or working towards, or able to demonstrate an equivalent level of knowledge and skills gained through experience.
- Approachable, proactive, with a can-do customer focused attitude aligned with our Values: Open, Kind, Rigorous and Bold.

Desirable

- Previous experience of advising on change projects – restructures, redundancy.
- Experience in mediating to resolve issues.
- Experience of delivering management training and workshops.
- Experience working within a unionised environment.

Notes

The role will require national travel on an occasional basis with some overnight stays (to Tate St Ives and Tate Liverpool), as well as occasional onsite presence at Tate Modern, London.

Tate for all

Diversity and Inclusion

Our jobs are like our galleries, open to all.

Our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. This is fundamental to Tate's future success and our ability to continue to contribute to culture and society in the UK.

We want our workforce to be more representative of all sections of society at all levels in the organisation. The range of perspectives and experience diversity brings is an asset to our organisation and we want to create an inclusive, welcoming environment for visitors, artists and all those who work at Tate. Tate expects all employees to contribute to this aim as part of their role. More information about diversity and inclusion at Tate can be found on our [website](#).

Our Values

- **Open:** we're welcoming, generous-spirited and inquisitive, with an open-source attitude that thrives on collaboration.
- **Bold:** we have the courage of our convictions, we're willing to take imaginative risks: we aren't afraid of failure - so long as we learn from it.
- **Rigorous:** we'll win people's trust if we're accountable for our actions and excellence underpins everything we do.
- **Kind:** we value and respect each other, our partners, and our visitors, striving to make every encounter memorable and enriching.

Benefits

- Birthdays off each year
- 25 days leave per year, rising to 27 (pro rata for part time colleagues).
- A pension scheme with generous employer contributions.
- Life Assurance and Income Protection for DC scheme members.
- Interest-free Season Ticket Loan.
- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work.
- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation
- Subsidised staff catering arrangements and discounts in the Tate Restaurants and Cafes.
- Access to Tate Benefits which offers access to discounts in high street stores.
- Access to a 24/7 Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts on items purchased in the Tate shops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.

- Free access to other galleries and museums abroad through the International Council of Museums (ICOM) membership

Safer Recruitment

Tate is committed to providing a safe environment for all those who work at Tate and all those who come into contact with Tate as visitors to the galleries, as participants in Tate activities, and online. The safe recruitment of all those who undertake work on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All positions at Tate are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 years of your employment or education.
- Health clearance
- A satisfactory Disclosure Check.
- Proof that you are legally entitled to work in the UK

You can find out more information about our pre-employment checks and what they mean for you in our 'Guidance Notes for Applicants' document.

How to apply

Our opportunities are open for you to apply online. Please visit:

www.tate.org.uk/about/workingattate/ to create an account by registering your details or, if you are an existing user, log into your account.

For all opportunities we ask candidates to complete an online application form for the vacancy they are interested in. If you need an application form in an alternative format please call us on 020 7887 4997. Once you have submitted your application you can keep track of its progress by logging into your account.

The closing date for the submission of completed application forms is 23 September 2024 by midnight. Interviews will be held in October 2024.

Where vacancies attract large volumes of applicants, we reserve the right to close this vacancy early. Therefore, if you are interested, please try to submit your application as early as possible.

