



Job description

Job title:	HR Business Partner
Department:	People Department, Tate Gallery and Tate Enterprises Limited
Contract:	Permanent
Salary:	£40,000 per annum
Hours:	36 hours per week
Location:	London
Reporting to:	Head of Business Partnering
Responsible for:	HR Advisor and HR Assistant

About the role:

The aim of the Business Partner model is to ensure HR professionals are fully integrated into business processes at Tate, both strategically and operationally. They are tasked with delivering a responsive, pragmatic and high-quality service, partnering with designated Tate departments (in this instance Finance, Estates, HR, Technology, Legal, Tate Liverpool and Tate St Ives.) They will undertake all aspects of the employee life cycle, with the support of the HR Advisor and HR Administrator in their team.

About your team

Our team of experienced HR professionals are committed to providing a high quality, innovative service to all employees in line with HR best practice, relevant legislation, government guidance and Tate's values.

We are a creative and forward-thinking team who are committed to enabling people to thrive and reach their full potential at work.

We are passionate about building an inclusive culture at Tate that encourages, supports and celebrates the diverse voices of our employees.

What you will be doing

- Support delivery of the people aspects of Tate's 5-year strategic plan, specifically helping colleagues to thrive and diversify the work force.
- Develop a thorough understanding of the strategic and operational people issues in the areas covered by the role and work proactively with managers to deliver their plans by providing a strategic HR perspective.



- Work in partnership with the other HR Business Partners (and HR Advisors) as an internal coach/mentor, to offer formal and informal coaching sessions and provide pragmatic advice to key managers within our business around the engagement and proactive performance management of their teams. This may include advice on restructures, managing absence, grievances, recognition, appraisals, engagement and wellbeing.
- Lead on inclusive recruitment within designated business areas according to approval process. Draft engaging adverts, job descriptions, advise on placement of adverts, short listing, interview questions and actively participate on panels – to role model best practice and guide less experienced hiring managers.
- Manage the progression of all assigned Employee Relations (ER) cases (including disciplinary, appeal, and grievance hearings as well as any contractual consultations) as appropriate and in line with company procedure and best practice. These are likely to be more complex and involved cases, where fair decision-making or the relationships with parties involved may be more challenging.
- Seek legal advice from external organisations on any issues of concern, such as CIPD, ACAS and the company's employment law solicitor.
- Help to ensure that the decisions made by managers are fair, reasonable and consistent, by seeking advice on any issues of concern with the Head of HR Business Partners.
- Support the delivery of organisational change projects (restructures, redundancies, TUPE etc,) by advising line managers on business cases for change and helping them to realise the full benefits of any change programme. Specifically provide expertise and support to the implementation of change projects including liaison with local and national trade union representatives, advising on consultation processes and internal communications, supporting redeployment processes and redundancy handling.
- Ensure transparent communications and positive relations with the trade union are proactively maintained and consultation opportunities are effectively managed.
- Liaise with Tate's Health & Safety Officer regarding any staff with special circumstances i.e. young workers, injuries, other medical conditions and pregnancy, and arrange welfare meetings, risk assessments and advise on reasonable adjustments as necessary.
- Liaise with the external Health Management provider and arrange referrals with an Occupational Health Physician where necessary.
- Contribute to the development of Human Resources policies and procedures which support resourcing and operations as requested by the People Director.
- Data led, use quarterly people analytics to illustrate areas of concern to leaders within your business areas and support good decision making.



The Disability Confident Scheme

Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Scheme Symbol.



- Act as an exemplary team manager to an HR Advisor and an HR Administrator ensuring all employee relations actions and general office administration duties are carried out in an accurate and timely manner. Develop their skills and abilities.
- To work flexibly within the Human Resources department to ensure administrative cover is provided across the team, including providing cover during periods of annual leave, sickness, etc.
- To create and maintain relationships throughout Tate, which enable us to successfully meet customer needs and anticipate issues and demand.
- Support the Human Resources department with any additional ad-hoc projects, as requested.
- Actively contribute towards our ambition to provide an outstanding HR service.

Diversity & Inclusion

Tate is proud of its commitment to diversity and inclusion which is set out in our Tate for All strategy. This strategy aims to improve diversity and inclusion at Tate through a process of organisational change and to make diversity and inclusion part of everything we do. Tate therefore expects all of its employees to actively contribute to promote diversity and inclusion as part of their role; recruitment is an essential part of our diversity and inclusion activity.

Team Responsibilities

- Proactively manage and motivate the HR Advisor and HR Administrator, ensuring optimum performance.
- Contribute fully to the induction of any future new joiners to your team and give ongoing support and guidance to develop their knowledge and skills and ability to provide effective support to managers.
- Undertake formal review processes with line reports to guide their performance and career progression through the organisation.
- Participate in the first day welcome (HR induction).
- Deputise for the colleagues when appropriate. This could include for example, attending meetings on their behalf.

Teamwork

- Working as a team with all members of the People Team, supporting and helping each other to live by our departmental mission statements, continuously working towards our departmental objectives and striving to achieve the agreed service standards.



The Disability Confident Scheme

Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Scheme Symbol.



- Working constructively and proactively with all the operational managers. It is essential to build a good working relationship with all line managers, establishing trust and credibility between the People department and all other areas of the business.

What you need to bring to the team:

- HR generalist, CIPD qualified, ideally level 7, or able to demonstrate an equivalent level of knowledge and skills gained through experience.
- Able to demonstrate an up-to-date working knowledge of current employment law and HR best practice and able to apply this flexibly to come up with practical solutions to respond to operational business needs.
- Highly experienced managing varied and sometimes complex ER cases to successful conclusion.
- Demonstrable experience of successfully managing significant change projects i.e. TUPE, restructures, redundancy etc. ideally within organisations of at least 250 headcount or more
- Experienced people manager, able to lead high performance teams
- Experienced recruiter, able to lead on inclusive recruitment campaigns at all levels
- Understanding of the principles of diversity and inclusion and the ability to apply and promote these in practice at work.
- Brimming with ideas and creative solutions, you will need to fully contribute to the wellbeing offer and professional development of colleagues at Tate.
- Enjoys getting things done, a completer/finisher.
- Commercially minded, a confident and experienced negotiator.
- Articulate and able to communicate clearly and confidently both in one-to-one and group situations.
- Excellent written communication skills with the ability to convey information clearly and concisely, and in a way that is accessible to a diverse range of people.
- Demonstrable ability to use a range of influencing styles to build trust with line managers and develop effective working relationships with employees at all levels within the organisation.
- Excellent organisational skills - able to prioritise a wide range and high volume of activities and use available resources to ensure tasks are completed to deadline.
- A mutually supportive and collaborative leadership style.
- High degree of computer literacy – experience of at least one HRIS and good competence with Excel
- Enthusiastic in nature and willingness to contribute to the development of the department.



The Disability Confident Scheme

Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Scheme Symbol.



- Ability to work collaboratively within a diverse team and treat all colleagues with dignity and respect, developing effective working relationships with a wide range of people.
- Demonstrated ability to maintain discretion and exercise strict confidentiality.

Benefits

- 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.

About Tate and our values

Tate is a leading global institution and influences critical thinking about art practice worldwide. We have an ambitious vision to increase our impact across society, with art that will resonate around the world and to be adventurous and culturally inclusive, redefining museum experiences for the twenty-first century.

We will deliver this vision through activities in our four galleries across the U.K. (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 national collection of British art spanning 500 years, and of modern and contemporary international art that reaches across all continents.



The Disability Confident Scheme

Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Scheme Symbol.



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 **27 September 2020 by midnight**. Interviews will be held on **W/C 5 October 2020**



The Disability Confident Scheme

Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Scheme Symbol.