



Job title:	Head of HR Business Partnering
Department:	HR / People Department
Contract:	Permanent
Salary:	£60,000 per annum
Hours:	Full-time
Location:	Millbank London
Reporting to:	Director of People
Responsible for:	HR Business Partner x3

About the role:

The Head of HR Business Partnering will lead, manage and develop the HR Business Partnering team to ensure the delivery of a professional and proactive HR service that is valued by colleagues and fully supports the strategic and operational priorities of Tate.

In this role you will work closely with the Director of People to develop strategic and operational people plans, ensuring the business needs are understood and delivered through the plans and are in alignment with the organisational strategic priorities.

You will use your leadership, influencing and coaching skills to develop and lead a team of HR Business Partners, HR Advisors and HR Assistants to deliver a g a responsive, pragmatic and high-quality service across all Tate., .

About your team

The HR Business Partnering team ensures best practice in people management. The aim of the Business Partner model is to ensure HR professionals are fully integrated into business processes at Tate, both strategically and operationally.

What you will do

- Work closely with the Director of People to develop Tate's People strategy which will support and enable the delivery of Tate's 5-year strategic plan, specifically enabling colleagues to thrive and diversify the work force.
- Develop a thorough understanding of the strategic and operational people issues at Tate and support to the business partnering team to work proactively with managers to deliver their departmental plans by providing a strategic HR perspective.

- Ensure correct internal and external protocols are followed, such as authorisation to recruit or authorisation to amend employee terms, and budgetary approval on any spend such as recruitment advertising, redundancies and severance payments.
- Write business cases if approval is required from groups such as the Finance and Operations Committee, the Executive Group, the Board of Trustees, and DCMS including advice from MyCSP.
- Lead and empower the business partnering team to work as a team and as internal coach/mentors, 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.
- Ensure that the business partnering team are leading on inclusive recruitment within designated business areas according to approval process. Help them to 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.
- Ensure that the business partnering team 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 and may require additional guidance and support.
- Encourage the business partnering team to seek legal advice from external organisations on any issues of concern, such as CIPD, ACAS and the company's employment law solicitor.
- Provide advice and guidance to the business partnering team to help ensure that the decisions made by managers are fair, reasonable and consistent.
- Support the delivery of organisational change projects (restructures, redundancies, TUPE etc,) by supporting the business partnering team when 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.
- Ensure that the business partnering team 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.
- Encourage the business partnering team to liaise with the external Health Management provider and arrange referrals with an Occupational Health Physician where necessary.
- Lead on the development of HR/People policies and procedures which support resourcing and operations as requested by the Director of People.

- Ensure that the business partnering team are data led, using quarterly people analytics to illustrate areas of concern to leaders within each business area and support good decision making.
- Act as an exemplary team manager to the HR Business Partners and support them in their line-management of the HR Advisors and HR Administrators, ensuring all employee relations actions and general office administration duties are carried out in an accurate and timely manner. Develop the skills and abilities of the team.
- Work flexibly within the HR/People department to ensure cover is provided across the team, including providing cover during periods of annual leave, sickness, etc.
- Create and maintain relationships throughout Tate, which enable us to successfully meet customer needs and anticipate issues and demand.
- Support the HR/People department with any additional ad-hoc projects, as requested.
- Actively contribute towards our ambition to provide an outstanding HR service.

Team Responsibilities

- Proactively manage and motivate the business partnering team, 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.
- Ensure that the business partnering team participate in the first day welcome (HR induction).
- Provide cover for the colleagues when appropriate including deputising for the Director of People. This could include for example, attending meetings on their behalf.

Teamwork

- Working as a team with all members of the HR/People department, 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.
- 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 HR/People department and all other areas of the business.

What you will bring to the team

To be successful in this role you will need:

- HR generalist, CIPD qualified 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.

- Demonstrable experience of successfully managing significant change projects i.e. TUPE, restructures, redundancy etc. ideally within organisations of at least 600 headcount or more.
- Experience of effective HR Business Partnering ideally within both a Public Body and the commercial sector
- Ideally will have experience of working for a Public Body within the DCMS approvals framework and experience of writing business cases for DCMS approval of redundancies and/or severance payments. Ideally an understanding of the civil service pension scheme and experience of working with MyCSP.
- 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, 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 HR information management system and good competence with Excel
- Enthusiastic in nature and willingness to contribute to the development of the department.
- 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.

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](#).

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.

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 **Thursday 3 December 2020 by midnight.**



