



Job description

Job title	Resourcing Manager
Department	People Team
Contract	Permanent
Salary	£36,120 per annum (inclusive of £3,014 market rate allowance)
Hours	Full-time (36 hours per week)
Location	Tate Britain, Millbank, London
Reporting to	HR Operations Manager
Responsible for	HR Assistants

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, Tate St Ives, Tate Britain, Tate Modern, Tate Liverpool and Tate St Ives), our digital platforms and collaborations with our national and international partners. At the heart of Tate is our collection of art, which includes British art from the 16th century to the present day, and international modern art from 1900 to the present day.

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

About the role

To manage and oversee recruitment for Tate Gallery and the delivery of Tate's related People & Culture strategic priorities, including our approach to diversifying the workforce and being seen as an employer of choice. Reporting to the HR Operations Manager, this role also oversees the operational delivery of pathways into Tate, including apprenticeships, internships, and other routes in.

About your team

The People team are on an exciting journey to deliver our 5-year People & Culture strategy and enhance our people processes, policies & systems. Your role in this will include line managing and inspiring three Human Resources Assistants in your team that have a key focus on recruitment and onboarding. This team are responsible for supporting our managers throughout the recruitment process and are focussed on offering a great start to every candidate and employee's journey with us, through an excellent candidate and onboarding experience. We are a team who really enjoy what we do and are energised about the future.

What you will do

Resourcing and Talent Attraction

- Work with the HR Business Partner team and hiring managers to advise, plan, design and execute effective resourcing solutions which meet the strategic objectives of the organisation.
- Lead and project manage key activities related to Tate's People & Culture priorities with a resourcing and talent focus. Act as a trusted advisor to senior leadership in this area.
- Lead the People Team in implementing changes in how Tate attracts a diverse workforce, including evaluating and analysing data held on recruitment campaigns to improve our recruitment decisions, research, contributing to initiatives, and embedding these into day-to-day practices.
- Seek opportunities for continuous improvement of policies, procedures, systems, processes, and communications to ensure the candidate experience is personalised and welcoming and attracts top talent to Tate from recruitment to induction, collaborating with the wider People team and other stakeholders as necessary.
- Work closely with the ED&I team to ensure our recruitment and onboarding practices are of a high quality and are accessible and inclusive. This includes leading on the review and implementation of systemic improvements as a Disability Confident employer.
- Develop and deliver effective Recruitment training for managers at Tate and offer 1:1 advisory support for managers with more complex resourcing needs.
- Develop a more proactive approach internally to executive search for Director level and above positions, factoring in opportunities for internal development and also diversifying at all levels of the organisation, including Executive level.
- Establish and implement a clear and robust process for management of the recruitment budget, including the tracking and monitoring of advertising costs and approval of targeted spend outside of our standard advertising platforms, with a focus on platforms that attract a diverse candidate pool.
- Work with our partners to source candidates for key roles and curate initiatives that seek to attract the top talent to Tate.
- Work with the Head of Internal Communications and Engagement and the Internal Communication & Engagement Manager to build our employer brand and ensure the quality, accuracy and consistency of communications relating to recruitment including our working at Tate pages, our social media pages (e.g., LinkedIn and Glassdoor), posting of adverts, job descriptions, offer letters etc.
- Oversee and coordinate the correct use of recruitment agencies on Tate's preferred supplier list for recruitment campaigns. Manage these relationships to ensure Tate is getting the best out of them.
- Proactively develop and upskill recruitment, talent, and sector knowledge, seeking opportunities to network and gain external knowledge in this space.

Line management

- Oversee the end-to-end recruitment process with the support of the Human Resource Assistants who coordinate the activity on campaigns with hiring managers once vacancies are authorised through the Approval to Recruit 'ATR' process.
- Line manage the HR Assistants, assisting with prioritisation of workload between recruitment, onboarding, and first line recruitment advisory queries.
- Create opportunities for the development of the Human Resourcing Assistants outside of operational delivery.
- Work collaboratively with the Payroll Adviser and HR Operations Officer to flex support on both Payroll and Resourcing across the HR Assistants team, depending on business needs and times of peak activities in either area.
- Ensure the team offer a streamlined and seamless support to hiring managers as part of the People service.

Apprenticeships and wider engagement

- Work with the HR Operations Manager and People & Budgets Officer to manage the budget for recruitment and the apprenticeship levy account and ensure that apprentice opportunities and resourcing activities are delivered within budget and that we have a clear understanding of funding available for apprenticeships and other funded opportunities.
- Embed our approach to apprenticeships, work experience and internship opportunities at Tate, working towards Tate's strategic ambition of delivering 50 new apprenticeships at Tate by 2025.
- Support managers in the identification and mapping of apprenticeship opportunities to apprenticeship standards, creating a sustainable programme of work-based learning opportunities for the organisation.
- Foster links in the wider sector and in the external community with schools, Further Education colleges and other potential recruitment markets to increase partnering opportunities for pathways into Tate.
- Work with internal stakeholders to identify and specify work experience opportunities.
- Work with apprenticeship providers, the Talent Development team and the HR Business Partnering Team to provide the necessary tools, policies, and procedures for managers to support and manage their apprentices effectively, ensuring a consistency with our overall performance management approach.

What you will bring to the team

- Knowledge and experience of delivering resourcing interventions in an organisation at a manager or adviser level.
- Experience of managing an apprenticeship programme across a complex organisation.
- Project management skills, including proven ability to work on multiple projects at the same time, to deadline, and to budget, with meticulous attention to detail.

- Able to use a range of influencing styles to develop effective working relationships with a wide range of stakeholders internally and externally to ensure the successful delivery of people projects.
- Experience of using HR systems e.g., for MI reporting
- Experience of procurement and tendering processes.
- Budget management skills with experience of monitoring and reporting on budgets.
- Strong IT skills – confident in Windows and Web applications, especially Outlook, Word, Excel and PowerPoint.
- Knowledge of workforce planning techniques.
- Understanding of Human Resources and/or Organisation Development processes and policies.
- Excellent organisation skills with the ability to work on multiple tasks.
- Experience of working with and influencing senior stakeholders.
- Able to demonstrate evidence of behaviour supporting Tate's Values: Open, Bold, Rigorous and Kind.
- A highly collaborative approach to working with others.
- Understanding of the principles of inclusion and diversity.
- An interest in and commitment to the work of Tate.

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 Monday, 23 May 2022 by midnight. Interviews will be held from 9 June onwards.

