



Job Title: Human Resources Assistant
Department: People Team
Contract: Permanent
Salary: £25,000 per annum (inclusive of £1,464 Market Rate Allowance)
Hours: 36 hours per week
Location: Millbank, London
Reporting to: Talent & Resourcing Lead

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 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

Purpose of the role

To provide a comprehensive and customer focused HR administration service and to contribute to our ambition to provide an outstanding and continually improving Human Resources service to Tate.

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 will you do

First line HR support

- Act as first line support for general People queries, taking a proactive approach to finding information where unsure and directing employees to the team's existing policies, guidance and the Employee Handbook in the first instance. Escalate

queries internally with other members of the team where appropriate and see through to resolution.

- Manage the HR team's inbox and Recruitment inbox accordingly, ensuring that queries are acknowledged and dealt with in line with agreed SLAs.
- Create and maintain relationships throughout Tate, which enable us to successfully meet customer needs and anticipate issues and demand.
- Induct new members of staff to ensure that they feel welcome, have vital information and gain a positive first impression of Human Resources on their first day at Tate.
- 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.
- Contribute towards our ambition to provide an outstanding HR service.

Recruitment

- Coordinate and have responsibility within the People team for progressing recruitment campaigns, including apprenticeships and kickstart roles within specified departments, ensuring the provision of a proactive and streamlined recruitment support is provided to managers. This includes the training of managers on Tate's online recruitment system.
- Liaise with successful candidates, their line manager and referees to complete pre-employment checks efficiently and ensure a positive candidate experience.
- Act as first line support for any recruitment related queries from managers and candidates.
- Ensure that Tate's resourcing system is regularly updated and that applicants are kept up to date on the progress of their applications through the system.

People Administration

- Contribute to maintaining the team's information systems, both electronic and paper-based, to ensure that these operate efficiently and are kept up-to-date.
- Maintain Tate's computerised HR and payroll database (ResourceLink) to ensure accurate and up-to-date employee information is readily available.
- Collate, input and ensure the integrity of data that is passed to the payroll provider for processing against monthly deadlines.
- Complete regular reviews of team files to ensure that all required information is filed and available for further internal and external audits.
- Set up files for all new members of staff and ensure that files for existing members of staff are kept up-to-date and are complete.
- Prepare offer letters, contracts of employment and letters confirming contractual changes for new starters, existing members of staff and leavers.
- Assist in running pension administration processes to ensure that Tate is complying with its responsibilities.
- Liaise with departments to ensure appropriate sickness certificates are obtained from staff for all periods of sickness absence and all data relating to attendance is

entered accurately on to ResourceLink, highlighting any issues that arise to the BP Team.

- Support the Business Partnering team to administer employee relations cases where required.
- Undertake general administration tasks, including filing and maintaining a tidy work environment.

What you will bring to the team

- Previous experience of working in an administrative support role, with demonstrable experience in maintaining efficient administrative systems.
- Commitment to or interest in working in the areas of human resources, people development, or learning and development.
- Commitment to providing an outstanding, customer-focused service.
- Confident and assertive, able to develop effective working relationships externally and internally with employees at all levels within the organisation.
- Articulate and able to communicate clearly and confidently over the phone and in person.
- 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.
- Excellent attention to detail e.g. dealing with data input, correspondence, dates and basic calculations.
- Able to communicate clearly in writing, e.g. e-mails, correspondence with applicants and employees, able to tailor written style and language appropriately.
- Accurate keyboard skills and a high degree of computer literacy – knowledge of Windows-based applications, able to use word-processing, database, spreadsheet, Internet and email applications.
- A mutually supportive and collaborative team working style.
- Inquisitive, resourceful, willing to learn.
- Commitment to the principles of diversity and inclusion as they relate to employees, and the ability to apply and promote these in practice at work.
- An interest 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 Wednesday 20th October 2021 by midnight. Interviews will be held w/c Monday 25th October 2021.

