



JOB DESCRIPTION

Job title	People Advisor
Department	People Department, Tate Gallery
Contract	Permanent
Salary	£38,000 pa (inclusive of a Market Rate Allowance)
Location	Tate Britain, London, with Hybrid working (50%)
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, 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

Tate has an exciting opportunity for a self-motivated People Advisor to join our small but busy and supportive HR Business Partner team based at Tate Britain, London. Reporting into an HR Business Partner you will be the first point of contact to your client teams for HR support and guidance on a range of HR matters, policies, and procedures. You will be primarily responsible for the management of Employee Relations Casework across Tate. You will work with the business to deliver efficient, proactive, innovative and pragmatic business focused HR solutions and recommendations, which will drive reduced caseload through the use of consistent templates and training.

It is essential that you build and develop relationships with managers and colleagues at all levels sharing your expertise by providing pragmatic, creative and commercially focused HR solutions and recommendations.

About the HR Business Partner team

Our HR Business Partner team sits within the wider People Team and comprises 3 People Advisors, 3 HR Business Partners and the Head of HR Business Partnering. 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.



About you

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 is the role for you.

To be the right person for our team, you will ideally be CIPD qualified with a good working knowledge of employment law. You will have managed a high volume of cases end to end including experience of advising on complex employee relations matters. Additionally, you will have excellent relationship building and communication skills, with the ability to coach and challenge managers to influence their behaviour and thinking.

If you love team working, are creative, organised, experienced in MS Office/HR databases and think outside the box then we'd love you to join our team.

What will you do? (Main Duties and Responsibilities)

Generalist Advice:

- Autonomously manage end to end employee relations casework for all business units, ensuring the attainment of organisational KPIs for people management issues where applicable.
- Support HR Business Partners with any change projects in your designated areas.
- Actively support the implementation of HR policies and procedures.
- Work in partnership with the HR Operations team and the HR Assistants to ensure the administration and recruitment procedures in place fully support the needs of managers and staff.
- Maintain personal awareness of recognised best practice, employment case law, and statutory requirements in the care sector – applying this to the advice given to managers.
- Conduct any appropriate investigations into staff or management conduct, reporting as appropriate and support investigating officers.
- 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 HR Advisor/Note taker.
- Work to resolve any disputes or grievances through informal resolution and mediation where appropriate.
- Coach Managers to 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 operational managers to develop action plans to address.



- Work in collaboration with the Resourcing Manager and 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 to coach and continuously build the capability of management on EDI matters to support diverse teams.

Development & Implementation of People Policies and procedure

- Support in the development or review of HR policy, procedure or guidance as required including delivering upskills to management.
- Ensure all HR policies are fully implemented within the operational area supported bringing any inconsistencies between policy and practice 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 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, and working with them at all times to improve the service provided to the business.
- Where applicable, accurately maintain and update electronic records as applicable; ensuring they are up to date and held securely in accordance with GDPR. This will include proficiency in the HR information system.
- Proactively manage occupational health referrals, changes to and expiry of fixed term contracts, flexible working requests, maternity returners, supporting managers and escalating any issues or concerns to the HR Business Partner.
- 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 groups (eg 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.
- Work closely with People Teams (Talent and Operations, EDI, and Communications and Engagement) supporting programs and initiatives as required.
- 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

- Substantial experience in a generalist HR Advisor role.
- Independent and end to end management of high-volume 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, particularly those of people who are often marginalized.
- Able to 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.
- Able to produce, analyze and report management information.
- 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, able to participate in interview panels, guide colleagues and support good decision making.
- Resilient, able to work autonomously, and manage a high workload of competing priorities.
- 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.
- 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 & 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

- 25 days annual leave, rising to 27 days after 2 years service, plus bank holidays, an additional day's paid leave for your Birthday, a paid 'Tate' day at Christmas time.
- Subsidised staff catering arrangements and discounts in the Tate Restaurants and Cafes.
- Free entry to paying exhibitions at Tate Galleries.
- Opportunities for family and friends to visit the major exhibitions out-of-hours.
- 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.
- 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
- Access to Tate Benefits which offers access to discounts in high street stores.
- 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.
- We support hybrid working and this role is open to work a mix of both onsite and remotely, approximately 50% of time.

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.

There is a rolling deadline for this vacancy. Applicant CV's will be screened as and when received. Should we receive suitable candidates, this vacancy may be closed before the advertised date and therefore if you are interested in applying, please do so as soon as possible to avoid missing out on this opportunity.

