



Job description

Job title	HR Systems & Data Manager
Department	People Team
Contract	Permanent
Salary	£45,000 per annum
Hours	Full-time (36 hours per week)
Location	Tate Britain, Millbank, London
Reporting to	Head of HR Operations
Responsible for	HR Apprentice

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 maintain and develop Tate's existing HR systems to ensure these are fit for purpose and to lead on the development of HR reporting and presentation of data to track progress and support effective decision-making. Your role in this will include the line management of a HR Systems and Data Administrator.

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. Our systems and approach to data led insights is integral to this and as a team we are excited about developing this area. We are a team who really enjoy what we do and are energised about the future.

What you will do

- Be the designated Systems Administrator for Tate's key HR systems, Resource Link (HR/Payroll), Engage (Applicant Tracking System) and Kallidus (Learning Management System), and ensure these systems are set up to meet Tate's needs in terms of the processing, storing and retrieval of HR related data.

- Work with the leads for our HR systems to ensure highest the levels of data accuracy and that processes and procedures are in place to ensure compliance with the Data Protection Act 2018.
- Be responsible for ensuring that up-to-date and user-friendly documentation is in place for all aspects of Tate's HR systems and any associated processes. Introduce new and effective ways for colleagues to engage with Tate's People systems.
- Train People team users and provide on-going support and guidance to ensure that their skills and knowledge of the systems and associated processes are up to date.
- Work with Tate's Finance and colleagues in the People team to ensure that an accurate record of Tate's staffing establishment is maintained on ResourceLink.
- Work with users to improve working methods and proactively implement solutions to improve the working practices at Tate.
- Lead regular service review meetings with Zellis, People Solutions and Kallidus and be the main point of contact between these software providers and Tate for system related matters, ensuring that a good service level is maintained and delivered from our suppliers.
- Build and maintain effective working relationships with stakeholders across the organisation, particularly with Finance and ICT to ensure a smooth and collaborative way of working.
- Work with Tate's Pension Providers and payroll providers (Zellis) to ensure that data relating to pensions is transferred accurately on a monthly basis to the Civil Service Pension Scheme database (Compendia).
- Co-lead the delivery of the annual Pay Award with the HR Operations Manager, providing support with pay modelling and payroll implementation.

Enhancing the People experience through systems

- Act as a lead on the sourcing and implementation of a Human Capital Management System for Tate that can support us in achieving our five-year People strategy and enhance our overall People experience.
- Advise and implement ways to improve the setup of our current People systems, ResourceLink, Engage and Kallidus to enhance the effectiveness and efficiency of the work of the People team and the services provided to users internally and externally to create efficiencies and improve the access to self-service.
- Develop workflows in current People system to reduce time spent on processes.
- Project manage system improvements to ensure that any changes are fully tested before they are implemented and that they are fully documented and embedded into existing processes.
- Work with Tate's Technology department to manage upgrade processes.
- Support the review process of systems and procurement and retendering processes as required.
- Streamline workflows to create efficiencies and be proactive in identifying ways to continuously improve the efficiency and effectiveness of the Human Resources service.

- Regularly seek out opportunities to connect with others inside and outside of the sector and regularly develop own learning to ensure Tate is able to keep abreast with new and emerging trends.
- Collaborate with colleagues in the People team, Finance team and IT to continuously improve processes and procedures, removing any barriers to success.

Driving data insights

- Lead on the development of effective standard reports for the department, increasing knowledge and access to simple self-service reporting along the way.
- Develop our People dashboards available through ResourceLink to increase manager access to People reports and insights via self-service. Produce and develop a consistent set of dashboard reports that are available to the People team, Finance colleagues and Leadership through Resourcelink.
- Lead on the creation of a new People dashboard for Tate, introducing and monitoring agreed Key Performance Indicators for leadership.
- Lead on analysis of data and find ways to collaborate with the HR Business Partners to draw insights and proactively share these in a meaningful way with relevant stakeholders and departments.
- Be proactive in looking for opportunities to use the data held in our People systems to support decision-making and improve the overall effectiveness of the work of the Human Resources team.

What you will bring to the team

Essential

- Experience of managing HR databases or having worked on the implementation of an HR database.
- Comprehensive experience of using ResourceLink or a similar system, including the ability to maintain background and payroll data within this system.
- A high level of proficiency in the use of report writing tools.
- Understanding of HR processes and procedures and a basic knowledge of payroll processes.
- A demonstrable track record of having implemented improvements to systems and processes, including experience of working with software suppliers.
- High degree of computer literacy – able to use word processing, email, internet applications and databases and an understanding of how IT applications can be used to improve service delivery and efficiency. Advanced Excel skills.
- Strong analytical skills, including the ability to manipulate, analyse and interpret data, as well as present data in an accessible way for a variety of audiences.
- Creative problem-solving skills – able to analyse issues and be resourceful in coming up with and implementing solutions.
- Excellent organisational skills and time management skills and the ability to prioritise activities and use available resources to ensure tasks are completed accurately and to deadline.

- Proactive in sharing knowledge and expertise and the ability to support and empower colleagues to become more confident in using systems.
- A commitment to continuous improvement and a user focused approach.
- An understanding of current data protection regulation and how these apply to the storing of HR related data.
- Exceptional attention to detail.
- Able to demonstrate evidence of behaviour supporting Tate's Values: Open, Bold, Rigorous and Kind.
- Highly collaborative approach to work with the ability to work effectively as part of a team as well as on own initiative.
- An interest in and commitment to the work of Tate.

Desirable

- Able to use Cognos Impromptu reporting writing tool.
- Experience of project management and system implementation.
- Previous experience of using Engage.
- Previous experience of using Kallidus.

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 w/c 6 June 2022.

