



## HR Manager – Parental Leave Cover

Are you passionate about bringing art to everyone? Do you believe in the power of digital to transform lives? We're looking for a people-oriented HR Manager to join our friendly and dedicated team.

We welcome and encourage applications from candidates who are under-represented in the creative industries, particularly individuals who experience physical, mental, or social barriers to accessing the arts.

### About Art UK

Art UK is a cultural education charity on a mission to make the art in UK public collections accessible to everyone, for enjoyment, learning and research. We enable global audiences to learn about the nation's art collection by digitising artworks, telling the stories behind the art and creating exciting opportunities for public interaction with art, both online and offline.

Over 80% of the nation's art is not on public view, and until Art UK started its work much of this art had not been photographed. Our work is helping to radically change this, making what is publicly owned, publicly accessible – to anyone, anywhere. Originally focused on oil paintings, our scope has widened to include prints, drawings, watercolours, sculpture and photography.

We play a major role supporting public art collections by improving their accessibility and sustainability. Our platform currently shows 270,000 artworks by 50,000 artists and is an ambitious collaboration between 3,300 institutions, making it one of the largest arts partnerships put together in the UK. No other country in the world has a resource like Art UK.

For more information, please visit [artuk.org](http://artuk.org).

### About You

As the HR Manager you will provide a generalist HR service spanning the entire employee lifecycle for our team of 35 staff members. Art UK has a dispersed workforce throughout the UK, so it is essential that you are able to work flexibly and creatively in order to provide the best possible HR service to our staff.

This opportunity will allow you to use your people skills to make a real difference to the team behind Art UK, supporting them to develop and be their best. As a growing organisation we're continuing to develop our HR offer, so you'll have the opportunity to write and develop HR policies and procedures in response to business and staffing needs, making your own mark on how we support our staff team and develop our organisation culture.

You will be a highly effective communicator, able to quickly build rapport, advise and constructively challenge across our various teams. You will have relevant employee relations experience and expertise with a proactive and pragmatic approach to solving problems and recommending options.

By providing first class support to our staff, you will help to contribute to the important work of improving the accessibility and sustainability of public art collections. In this role you will report to the Director and will have one direct report, the HR, Operations and Resourcing Assistant. Given that this role is parental leave cover, your contract length allows for a significant period of handover to ensure effective transfer of responsibilities.

### **Key Responsibilities**

- Deliver a high-quality HR service, with responsibility for all aspects of HR provision and record-keeping at Art UK (including staff contracts)
- Responsible for end-to-end recruitment, and assessment of staff resourcing needs
- Facilitate positive employee relations, being responsive to the needs of all staff and providing pastoral support and guidance as needed
- Lead on the development and writing of policies, procedures and systems from a people perspective, all which support the core values of Art UK
- Facilitate efficient and supportive working environments for all staff (at home and on site)
- Deliver talent strategy aims of ensuring all staff engage with at least one relevant and appropriate individual CPD/training opportunity per year, liaising regularly with staff and line managers to keep abreast of individual and team CPD goals
- Work closely with the Deputy Director to support staff mental health and wellbeing, to include delivery of our programme of staff social activities, and identifying opportunities to enhance the employee experience
- Oversee management of the Art UK Equality, Diversity and Inclusion group to drive and champion change within the organisation
- Engage external suppliers to deliver programme of learning and development group sessions that support cultural change with a particular focus on EDI
- Monitor and evaluate EDI data relating to applicants to roles, to inform decisions around improving recruitment practices and use of paid advertising for recruitment of roles
- Ensure compliance with employment law and GDPR
- Management and development of HR, Operations and Resourcing Assistant
- Development and delivery of annual summer work experience programme and associated alumni network
- Oversee management of the operations, training and staff expense budgets
- Respond to HR enquiries, providing references and information as required
- Support recruitment and administration of the volunteer team

## Necessary Skills

- Essential: Proven HR experience at a management level
- Essential: First-class written and verbal communication skills, with strong relationship management skills
- Essential: Ability to think strategically and identify opportunities for development
- Essential: Enthusiasm for training, mentoring and support of emerging talent
- Essential: High level of attention to detail
- Essential: Exceptional time management and organisational skills
- Essential: Excellent team-working skills and ability to work collaboratively
- Essential: Commitment to Equality, Diversity and Inclusion
- Essential: Current knowledge of UK employment law frameworks and practices
- Essential: A good understanding of data protection law
- Essential: Excellent IT skills (including Microsoft Office)
- Desirable: Line management experience
- Desirable: Budget management experience
- Desirable: Experience developing and implementing HR policies & procedures
- Desirable: Qualified Mental Health First Aider
- Desirable: Active interest in the visual arts and awareness of UK art collections
- Desirable: Experience working in an arts or heritage organisation

## Contract terms and benefits

- Part-time 4 days/week
- 11-month fixed-term parental leave cover contract (mid-late August 22 to Friday 14 July 23)
- Salary £33,000 per annum pro rata
- Three-month probationary period
- Two-month termination clause
- 25 days annual leave plus regional Bank Holidays (pro rata)
- Work from home, anywhere in the UK

## Application

[Visit our website](#) to download the application form. To apply, please submit your completed application form to [recruitment@artuk.org](mailto:recruitment@artuk.org) by 9am on Tuesday 12 July 2022. If you are experiencing issues downloading the document or require support in completing your form, please contact [info@artuk.org](mailto:info@artuk.org). Forms must be sent in MS Word or a format compatible to MS Word. Please do not send PDFs. Applications sent as a PDF will not be accepted.

Interviews will be held via video call on Wednesday 27 July 2022. If you have not heard from us within three weeks of the closing date, please consider your application unsuccessful.

As part of our commitment to Equality, Diversity and Inclusion please note that we redact some details from applications ahead of the shortlisting stage to ensure the removal of unconscious bias. Details that we redact include (but are not limited to) references to protected characteristics, names of educational institutions and indications of political affiliations.