

**Human Resources Assistant
Royal Academy of Arts
Fixed-term contract, up to 12 months
£25,000 plus attractive benefits**

The Royal Academy of Arts is one of the UK's foremost arts institutions, famous for its world-class exhibitions including *The Real Van Gogh*, *David Hockney: A Bigger Picture* and *Sensing Spaces: Architecture Reimagined*. It is a particularly exciting time in our history. As we approach our 250th anniversary in 2018, we are making major investments in our physical and digital infrastructure, and transforming our offer and public programme.

Our Human Resources team serves more than 270 permanent staff and up to 150 temporary staff during busy exhibition periods. We are looking for an accomplished HR Assistant to provide comprehensive administrative support to the HR team, as well as accurate and high-quality HR advice to our staff.

Reporting to the Director of Human Resources, you will principally co-ordinate the entire recruitment process, from advertising vacancies to arranging interviews and managing all starter (and leaver) administration. You will also assist with the implementation of a new HR database and, as the system administrator, will have responsibility for inputting and maintaining accurate employee information. A true HR generalist, you will oversee the annual appraisal process, administer benefits schemes such as Cycle to Work, and will co-ordinate our biannual Wellness Week.

You will be supremely well-organised, an efficient and systematic worker, and capable of managing multiple tasks in any given day. First class written skills are essential for drafting compelling and engaging job adverts and descriptions, along with accuracy and a keen eye for detail.

Discreet and diplomatic, you will respect confidentiality in all matters. At the same time, you will be friendly and approachable, with a sense of humour and a genuine interest in people.

You will be seeking to forge a career in Human Resources and will be exposed to all aspects of this discipline to ensure continual professional development and full engagement. You should have at least 2 years' experience of working in administration, ideally within an HR team, and be working towards CIPD qualification (Masters or Postgrad Diploma) which the Academy would support.

Candidates must complete an application form to be considered for this position. You will find our application form and further details about this position in the **How to Apply** section of the Careers page on our website <http://www.royalacademy.org.uk/careers>.

You must be free to start within 4 weeks of offer of employment or sooner.

Closing date for applications:	30 September 2014
Interviews to be held:	w/c 6 October 2014

JOB DESCRIPTION

TITLE: Human Resources Assistant
DEPARTMENT: Human Resources
REPORTS TO: Director of Human Resources

MAIN OBJECTIVES

To provide comprehensive administrative support to the Human Resources team, striving to improve processes and find more efficient ways of working.

To provide HR advice and support to RA staff of a consistently accurate and high standard.

KEY DUTIES

Recruitment, Onboarding and Leaver Administration

- Draft engaging, on-brand job adverts, job descriptions and person specifications (with input from the hiring manager) that accurately describe the role and the skills and attributes required
- Place adverts on the RA Careers site (using the Content Management System), as well as other appropriate websites, job boards and social media, remaining within budget
- Reply to recruitment queries; log and collate candidates' applications and co-ordinate the interview arrangements
- Prepare formal offer/rejection letters, contracts of employment and reference requests
- Ensure and retain proof that new starters have the right to work in the UK and collate necessary information for payroll registration (P45/46, NI number, bank account details)
- Prepare welcome packs and goody bags for each new starter
- Ensure new starter checklists are completed, returned and logged
- Co-ordinate quarterly induction breakfast events
- Update organisational charts with new starters and leavers in Staff Handbook, Welcome Pack and on the intranet
- Arrange and carry out exit interviews; ensure leaver checklists are completed and returned, along with individuals' building passes and any RA equipment (e.g. laptops, mobiles)

HR Database

- Assist with procurement and implementation of new HR database solution, due to be rolled out in 2015
- Primary user and system administrator of HR database; ensure accurate input and maintenance of employee records
- Use of HR database to assist Payroll and Pensions Manager with reconciliation of monthly payroll
- Use of HR database for ad hoc HR reporting (holiday entitlements, sickness absence records)

Performance Management and Learning & Development

- Oversee annual performance appraisal process; collate and log appraisal paperwork

- Collate training needs from appraisal paperwork and arrange training as requested
- Assist with co-ordination of training initiatives (Lunch & Learn sessions, Inspiring Managers etc.)

Engagement and Welfare

- Undertake and participate in projects to enhance employee engagement and improve internal communications (e.g. represent HR at monthly RA Ambassadors meetings; co-ordinate fruit for the office, aka 'Fruity Tuesday'; RA staff choir administration)
- Work closely with Internal Communications Executive to share information for inclusion in weekly RAdar newsletter
- Coordinate Wellness Week (1-2 per annum)

HR Advice/Operations

- Provide accurate advice and support when requested by staff members (e.g. annual leave entitlements, season ticket/cycle loan requests, tenancy/mortgage references)
- Assist with disciplinary/grievance/redundancy processes (e.g. minute-taking at meetings, collating all paperwork, maintaining accurate records)

General

- Some diary management for HR Director and HR Business Partner
- Collate and prepare Director of Human Resources papers for monthly Executive meeting
- Assist HRBP with work visa requirements according to UK Borders Agency
- Supervise HR student interns and work placements to ensure a mutually beneficial experience for both parties
- Co-ordinate relevant HR paperwork for the annual visit of the Known Consignor Validator
- Code invoices
- Coordinate occasional Museum & Gallery Forum meetings when hosted at the RA
- General office administration (stationery, office supplies etc.)

PERSON SPECIFICATION

- Approachable, friendly and a good listener
- Able to forge strong working relationships whilst retaining professional distance
- Interested in people with a curious mind
- Sound judgement
- Discreet and able to keep confidentiality at all times
- Ambitious – committed to a career in HR
- Experience of working with an HR Database and/or payroll administration
- Hardworking; able to avoid distractions and work at pace; highly productive
- Accurate
- First class English, both written and spoken
- Strong commercial acumen, able to negotiate good deals with suppliers
- Able to pre-empt problems, find solutions and plan in advance
- Strong project manager