

JOB DESCRIPTION

JOB TITLE:	Human Resources & Administration Officer	Job Reference:	HR0120
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OVERALL PURPOSE OF THE ROLE:

To carry out a range of Human Resources and administration tasks to support all areas of the organisation.

MAIN TASKS

The role holder is required to:

General Admin

- Deal with general enquiries.
- Organise and manage all administrative elements of regular meetings including room booking, diary management and minute taking.
- Process invoices for payment.
- Open 'general post and distribute.
- General assistance with ad hoc administration tasks.

Human Resources

- Assist with maintenance and development of the online HR and Rota system.
- Create and run monthly reports to ensure tasks are completed and records are up to date.
- Recruitment – create and book job adverts, process sifting packs, arrange interviews, communicate with applicants.
- Produce basic contracts, create staff files and assist with tasks related to starters and leavers.
- Administer DBS (Disclosure & Barring Service) and employment reference checks.
- Assist with updating of policies and procedures.
- Assist with staff and volunteer communications and events.
- Assist in new starter inductions.

Executive Admin

- Assist the (CEO) Chief Executive Officer/Artistic Director with duties/tasks as may be required including diary management.
- Liaise with CEO and Trustees on the scheduling and agenda setting of Board meetings ensuring all papers are in place for meetings.
- Maintain board contact details and committee membership.
- Book rooms and catering for meetings.
- Arrange minute taking of board meetings.

IT/Telephones/Photocopiers

- Deal with day to day IT issues working with external IT support.
- Look after the telephone systems seeking external support when required.
- Look after the photocopying contract ensuring repairs and maintenance are carried out, meter readings and consumables are in order.

Site

- Carry out car park administration and issuing of parking permits.
- Renew and file licenses and maintenance contracts as required and assist with annual maintenance schedules.
- Assist with annual maintenance schedules.
- Assist with ensuring fire extinguishers, emergency lighting, electrical, fire and other safety certificates are in place, legally compliant.
- Distribute and file Health & Safety risk assessments.

Everything we do should have the overall aim of ensuring the Brewery's Vision, Mission and Values are achieved.

This list is not exhaustive. The organisation is changing all the time and therefore may amend your duties. There may also be occasions where you are required to undertake additional tasks as necessary to meet the needs of the business.

PERSON SPECIFICATION

JOB TITLE:	HR & Admin Officer
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QUALIFICATIONS & WORK EXPERIENCE	
• Administration experience	• Essential
• Human Resources experience*	• Desirable
• Level 3 qualification (A level) or above	• Desirable
• Experience of working in a customer focused environment	• Desirable
SKILLS	
• Excellent communication skills (verbal and written)	• Essential
• Excellent organisational skills	• Essential
• Competent in the use of Microsoft Office Word, Excel and Outlook	• Essential
• High levels of accuracy	• Essential
• Strong problem solving skills	• Essential
• Minute taking skills	• Desirable
• Aptitude for computer software and maximising its use.	• Desirable
PERSONAL QUALITIES	
• Friendly and approachable manner with a commitment to providing the highest standards of customer service, both internally and externally	• Essential
• Maintain confidentiality at all times	• Essential
• Ability to work under pressure, multi-task, work to strict deadlines and complete tasks sometimes with conflicting demands	• Essential
• Ability to work well on own initiative and co-operatively as part of a team	• Essential
• Desire to improve the way things are done and ability to move with ever changing demands	• Essential
• Ability to negotiate and be assertive when necessary	• Desirable
• Strong commitment to personal and professional development with a willingness to learn new skills.	• Essential
• An interest in the arts and/or film/hospitality.	• Desirable
OTHER REQUIREMENTS	
• First aid certificate or willingness to obtain one.	• Desirable

* We are looking for someone who is interested in Human Resources and Administration and our aim is for the successful candidate to complete the part-time [Human Resources Practice](#) course at Kendal College, if not already achieved that level.

TERMS & CONDITIONS

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Contract:	Permanent
Pay:	£18,720 per annum
Hours:	40 hours per week (excluding lunch breaks) Monday to Friday No overtime is payable. TOIL will be accrued for additional hours worked.
Holiday Entitlement:	Permanent - 6 weeks' holiday per annum, rising to 7 weeks after 3 years' continuous service Entitlement is inclusive of fixed days (currently Christmas Day, New Year's Day and another date in January to be announced each year). Other bank holidays are considered normal working days; therefore, they are not in addition to annual leave entitlement
Pension:	The Company operates a pension plan in compliance with the employer pension duties under the Pensions Act 2008. Depending on your age and earnings, you may automatically be entered into the Group Personal Pension Plan and contributions are matched by the company in line with the regulations.
Discretionary Benefits:	<ul style="list-style-type: none"> • Complimentary tickets for events and cinema for staff + one can be requested (conditions apply and if the event sells out complimentary tickets are not available). • Discount on food in our catering outlets for staff + one. • A parking permit is given to staff to be used while at work.
Age Limitation:	N/A
Reports to:	HR & Admin Manager
Responsible for:	N/A
Notice Period:	4 weeks
Union:	The Broadcasting, Entertainment, Cinematograph & Theatre Union (BECTU) is recognised for collective bargaining purposes at the Brewery Arts Centre. All employees are recommended (whilst not required) to join the union to enjoy the many benefits including representation in collective bargaining on workplace issues such as pay, terms and conditions, health and safety and representation in any disciplinary or grievance procedures.