

HR Officer (fixed term for 18 months)

HOW TO APPLY

We're trying to make our application process as open and accessible as possible, so if you are experiencing any barriers to accessing the information, and would like this pack in a different format, or would like to submit your application in a different way, then please contact our recruitment team via the email address below, or by calling us on 0151 706 9113. We're always happy to discuss any requirements that candidates may have as a disabled person; someone with parental or caring responsibilities; or other reasons, and we'll always try to make any adjustments possible to make participation easier.

Please read all the information in this job pack and then submit a CV and / or a covering letter or email to tell us about yourself and your experience; to share with us your reasons for applying for the post and any other information you believe is relevant.

We'll shortlist based on how each candidate meets the person specification and shows us how they would fulfil the job description, but we believe that even if someone doesn't have all the experience we're looking for, they might still have the values and qualities that would make them a great asset to the team, so please don't be put off from applying because you don't feel you have all the experience. If you'd like to have an informal conversation about the role in advance of application, this can be arranged via the email address below.

The deadline for applications is **Tuesday 12th May at 10.00am.**

Interviews will take place in Liverpool during the **w/c 18 May.**

Applications should be sent to: recruitment@everymanplayhouse.com

Please also complete the equal opportunities monitoring form via <https://www.surveymonkey.com/r/NDD68MZ>; a summary of our Equal Opportunity Policy is also available on the website. All applicants will be advised on the outcome of their application in writing. Any offer of employment will be subject to the receipt of evidence of the right to work in the UK as defined under current legislation.

HELLO,

Thank you for your interest in the role of **HR Officer**

It's a great time to join the theatres, run as a charity by the Liverpool and Merseyside Theatres Trust. We're a local creative powerhouse with national and international impact, driven by a love for theatre, our city, and the belief that theatre can transform lives.

We believe our theatres can be a vital focus for the communities in the Liverpool City Region, telling stories which are compelling locally and nationally, supporting and attracting talent and contributing to Liverpool's reputation as one of the country's most vibrant cultural cities.

Across our theatres - one a 440-seat thrust, the other a 670-seat proscenium - there's an opportunity to produce and present the richest range of work for the widest audience.

In 2025 we look forward to an ambitious and dynamic programme of work across all of our performance spaces, as we do our best to be a place where everyone in Liverpool can feel safe, heard and included in asking big questions about the world we're living in. Underpinning our artistic approach is a commitment to supporting creatives and producers from diverse backgrounds to develop more work with commercial and tour potential; and thereby achieve longer and more sustainable careers in the arts.

Read on to find out more. We look forward to hearing from you.



Mark Da Vanzo | Chief Executive
Nathan Powell | Creative Director
Ros Thomas | Finance Director

OUR VISION, MISSION, VALUES



OUR VISION

We will be the most relevant change making theatre, artistically innovative, talent enhancing, socially impactful, and representative of everyone.

OUR MISSION

The use of the power of theatre to inspire entertain and nurture positive social change.

OUR VALUES

COLLABORATIVE

We listen, we share, we co-create.

CREATIVE

We believe in the power of creativity to inspire and change lives.

COMPASSIONATE

We are open-hearted, generous and supportive.

COURAGEOUS

We are daring and brave - a voice for things we believe in.



LIVERPOOL
EVERYMAN



LIVERPOOL
PLAYHOUSE

DIVERSITY, EQUALITY & INCLUSION

We have established relationships in the communities of Merseyside, nurtured through an extensive and innovative outreach and education programme, and believe passionately that the creation, delivery and experience of the highest quality theatre must be open to all. We nurture and develop the artists and creative workforce for tomorrow through our award-winning Young Everyman Playhouse programme (YEP). YEP is much more than a youth theatre, it is a multi-disciplinary talent development programme. We want YEP members to progress to work in our theatres, on our stages and in the local theatre ecology, as well as influencing and making theatre nationally and internationally and bringing new ideas, work and practice back to Liverpool.



Tell Me How It Ends by Tasha Dowd
© Andrew AB Photography

"I was blown away by the talent of the young actors and the writer. It's wonderful that the Everyman supports and encourages young talent."

Audience Feedback on *Tell Me How It Ends*
by Tasha Dowd [YEP Graduate]



THIS IS NOT A CRIME (this is just a play...)
by YEP Actors 2023

"YEP is a place that had allowed me to create strong relationships with my peers and be part of a community that is compassionate towards one another. For these reasons being a part of YEP will help me improve my qualities not only as an actor but also as a person." Feedback from YEP Graduate

We are committed to diversity and equality and expect all staff to be active in promoting diversity and supporting people to experience our work and buildings. In 2020, we brought together a group of Trustees, staff and co-opted external members to form a [Diversity Action Group](#), considering the actions we could take as an organisation to progress our commitment to diversity. We recognise that our workforce is not as representative as we would like it to be and are committed to real and positive change.

What does this mean in terms of recruitment?

It means that some of the things we will do are:

- recognise that lived experience can be as valuable as industry experience or qualifications.
- actively advertise and promote jobs to specific groups or organisations.
- try to find long term progression routes within the company and identify opportunities for people to learn about the jobs we have available
- make sure that the Theatres are a safe space for all employees, and that everyone receives the support they need

What we won't do is:

- Shortlist applicants based on any protected characteristic if we don't believe they could do the job
- Offer someone a role solely based on them having a particular protected characteristic, even though we feel they're not suitable for it, and in which they won't thrive.

Most recently we've been working with the Anthony Walker Foundation to ensure staff receive anti-racism training, and that there is accountability and collective understanding of what anti-racist actions we can take as individuals and collectively as an organisation.

With all this in mind, we particularly welcome applications from ethnically diverse and disabled applicants, and we are a Disability Confident Employer. We are also a strategic partner with PiPA (Parents and Carers in Performing Arts – www.pipacampaign.org), who campaign to enable and empower parents, carers and employers to achieve sustainable change in attitudes and practices in order to attract, support and retain a more diverse and flexible workforce. We are always happy to discuss solutions that allow people to balance their caring responsibilities with their working lives, and we look for equity of opportunity for anyone living with a protected characteristic that has adversely impacted their employment opportunities.



JOB ROLE: Human Resources Officer

Responsible to: Human Resources Manager

Responsible for: N/A

PURPOSE OF ROLE

This role is key in helping to support a consistent framework and approach for HR practice across the organisation, working with managers to integrate HR processes and embed our vision, mission and values.

- To deliver LMTT's HR policy and practice in support of LMTT's goal of being an effective, dynamic and humane organisation, that is inclusive, and lives the organisation's values
- To be a super-user of the LMTT's HR platform, StaffSavvy. Ensuring that the system's functionality is used to its fullest potential in terms of user experience and efficiency
- To provide HR documentation and support across the organisation
- To deliver relevant information to the Payroll team in a timely manner and respond to employee queries about pay
- To conduct project work around employee engagement
- To administer recruitment campaigns
- To be a named contact on the Theatres' Safe Space Charter, along with the Operations Director, and the HR Manager

VISION, MISSION & VALUES

Key to all roles within the Liverpool Everyman & Playhouse, is each person's absolute commitment to the organisational vision, mission and values which are as follows:

Our Vision

We will be the most relevant change-making theatre, artistically innovative, talent enhancing, socially impactful, and representative of everyone.

Our Mission

The use of the power of theatre to inspire, entertain and nurture positive social change

Our Values

Collaborative

We listen, we share, we co-create

Creative

We believe in the power of creativity to inspire and change lives

Compassionate

We are open-hearted, generous and supportive

Courageous

We are daring and brave – a voice for things we believe in.

Implicit is an absolute commitment to equality, inclusion and diversity, representative of the Liverpool City Region, advocating our role in its civic duty to the city.

MAIN DUTIES

Human Resources

- To provide effective and people-centred HR practice across the organisation, according to LMTT's policies, supporting all line managers, and ensuring proper guidance is given to employees
- To provide administration support for the onboarding and maintenance of personal files for all contracted employees, including a signed contract and job description, proof of Right to Work in the UK and any other relevant documentation which may undergo audit scrutiny
- To maintain accurate staff records within LMTT's HR platform, StaffSavvy
- To deliver relevant information to the Payroll team and respond to employee queries about remuneration
- To advise on employment legislation and Trade Union agreements, and support line managers in the implementation of policies and procedures relating to performance management, professional development, and employee relations
- To implement revised LMTT policies in response to new legislation and evolving working practices
- To administer LMTT's recruitment process, from advertisement to induction, adhering to relevant legislation and LMTT's Equity, Diversity & Inclusion Strategy
- To support learning and personal development opportunities for staff members, and ensuring maximum benefit to the organisation from the training budget
- To support the development and management of training roles to provide professional progression routes
- To assist with employee relations casework, for example: disciplinaries, grievances, absence management, retirement, sponsorship of workers, etc.
- To support the provision of pastoral care to staff members as appropriate, directing them to support agencies and promoting staff wellbeing helping to ensure our buildings and our practices are safe spaces for everyone to thrive
- These theatres are creative and nurturing places, where we can all enjoy personal safety, collective care and mutual respect.
- To assist with opportunities for work experience and development opportunities for people who may need additional support to access the workplace

General

- LMTT is committed to the safeguarding of children and people to whom we have an enhanced duty of care and therefore may at their discretion require any member of staff to submit a satisfactory enhanced check from the Disclosure and Barring Service (DBS), depending on the activities they are carrying out

- Work in the best interests of E&P at all times, and in accordance with company policy, the staff handbook, health & safety regulations, safeguarding, data and IT
- Be an effective representative of E&P in all situations and demonstrate the highest level of audience care, advocacy and service
- Take positive action to promote Equal Opportunities in all aspects of the work of E&P
- Maintain confidentiality in all areas relating to LMTT and E&P as appropriate
- Use best endeavours to improve sustainability and reduce negative environmental impact
- Carry out any other duties as may be reasonably expected of the post- embracing change, reacting to short-notice changes in the service of the audience experience, willingness to learn.

PERSON SPECIFICATION

Essential experience, knowledge and skills

- Professional expertise and/or training in the field of Human Resources with a reasonable overview of UK employment law
- Excellent communication skills, verbally and in writing, to deal with internal and external stakeholders when required
- Demonstrable administrative and record-keeping skills
- Experience using MS Office
- Understanding of standard HR processes including, but not limited to: recruitment & selection, onboarding, contracting, people development, remuneration, employee relations, health & safety, safeguarding and the employee lifecycle
- proven ability to prioritise tasks, meet deadlines and manage workload
- understanding of the need to maintain strict confidentiality of employee data and of LMTT's business activities
- An excitement for supporting employee engagement, and understanding the effect to performance output

Desirable experience, knowledge and skills

- Qualification in any field of HR
- Direct HR experience in a paid role
- Experience of multiple venue and split site working
- Experience of working with Trades Unions
- Experience of using StaffSavvy HR software or other HR software

MAIN TERMS AND CONDITIONS OF EMPLOYMENT

Tenure:	This is a fixed term contract for 18 months and is subject to a probationary period of 3 months
Reporting to:	HR Manager
Salary:	£26 000 - £28 000 per annum, dependent on experience
Hours:	35 per week. No overtime is paid but time off in lieu will be given for hours in excess of the contracted hours. Due to the nature of theatre activities, it is required that this role may require attendance outside normal business hours
Annual Leave:	28 days per annum, pro rata (inclusive of all statutory English bank holidays). This rises to 30 days after 3 years, and 33 days after 5 years' service. Holiday year runs from 1 January – 31 December.
Notice period:	One week during probation; one month thereafter
Pension:	The Company operates an auto-enrolment pension scheme. This employment is not contracted out of SERPS (the State Earnings Related Pension Scheme).
Place of Work:	Mainly at the Everyman and Playhouse Theatres

Additional Benefits:

The Theatres offer several discretionary benefits including:

- Interest-free Season Ticket Loans with Merseytravel
- Membership of a healthcare cash plan: Paycare (including an Employee Assistance Programme and 24-Hour GP Telephone Consultation Service)
- Free and / or discounted tickets for performances
- Discounts on our food and drink offer

All other terms as detailed in Staff Handbook.

**LIVERPOOL
EVERYMAN**
5-11 Hope Street
L1 9BH

**LIVERPOOL
PLAYHOUSE**
Williamson Square
L1 1EL

everymanplayhouse.com
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We are a registered charity (1081229) and gratefully acknowledge the continued support of Arts Council England, Liverpool City Council, our donors, patrons, partners and our audiences.



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