

Administration Manager

Job description

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Background

For over a century the Whitechapel Gallery has premiered world-class artists from modern masters such as Pablo Picasso, Jackson Pollock, Mark Rothko and Frida Kahlo to contemporaries such as Sophie Calle, Lucian Freud, Gilbert & George and Mark Wallinger.

With beautiful galleries, exhibitions, artist commissions, collection displays, historic archives, education resources, inspiring art courses, Refectory and Bookshop, the Gallery is open all year round, so there is always something free to see.

The Gallery is a touchstone for contemporary art internationally, plays a central role in London's cultural landscape and is pivotal to the continued growth of the world's most vibrant contemporary art quarter.

Role

The Administration Manager oversees the HR function at the Whitechapel Gallery for 65 permanent employees and 50 casual staff. The post holder will work with senior management and the Trustees to develop and implement policies and procedures in line with statutory regulations and best practice.

The Administration Manager has responsibility for ensuring implementation of the Gallery's diversity plans. The successful candidate will have a good understanding of this field, as well as strong experience in HR practice and employment law, and an appropriate level of knowledge of company law and charity law.

Accountability

The Administration Manager is line managed by the Managing Director.

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Duties and Responsibilities

HR Management

Oversight, implementation, and continuous development of HR processes and procedures and ensuring the accountability of line managers in the fulfilment of HR responsibilities. Including but not limited to:

- Workforce planning, recruitment and induction
- Staff professional and personal development
- Performance reviews
- Training and development
- Absence, disciplinary and performance management
- Engagement of freelancers
- Collation of monthly payroll data
- Pension scheme management
- Conflict mediation
- Staff engagement and retention
- Internal communications
- Exit processes
- Maintain meticulous physical and electronic HR records

Financial

- Budget management
- BACS authority and bank account signatory
- Secretary to the Board, Finance Sub-Committee and Investment Sub Committee

Organisational policies and statutory compliance

Oversight, implementation and continuous development of organisational policies, including but not limited to:

- Keeping up to date with developments in employment law, company law and charity law
- Benchmarking best practice across peers
- Working with senior management and Trustees as appropriate to develop and update organisational policy in line with statutory requirements and best practice
- Communicating updates to legislation and new policies across the senior management team, and ensure cascade of information to all staff via the Handbook, Intranet, and appropriate internal communications

Advocacy

- Manage the collation of the Arts Council Annual Submission narrative and data
- Professional networking across the creative and cultural sector

- Represent the Whitechapel Gallery in public forums as required

Diversity and equality

- Attend monthly Access forum meetings
- Collate the Arts Council Equality and Diversity Plan and provide updates against SMART objectives as required
- Monitor and report diversity statistics to the Arts Council for staff, freelancers, artists, volunteers, and Trustees
- Actively seek out opportunities for funded entry-level work placements; manage and develop work placement programmes and volunteering opportunities, ensuring best practice and compliance with employment law
- Work to diversify recruitment practices and ensure fair and equal access to all opportunities

Other

- Be the Designated Child Protection Officer
- Manage the submission of data to the Office for National Statistics
- Conduct CV and interview workshops for students on the Gallery's MA course
- Present at quarterly all-staff meetings as required
- Take responsibility for the franking machine and liaison with Royal Mail
- Any other duties as deemed necessary by the Managing Director

Person Specification

Essential

Experience:

- CIPD qualified or minimum 3 years professional experience in HR
- Appropriate level of knowledge of employment law, company law and charity law
- Experience of working within regulatory frameworks including Data Protection
- Office management experience
- Experience developing and implementing systems and processes
- Experience of managing budgets
- Experience in minute-taking at high level meetings
- Demonstrable achievements in the promotion of diversity and equality

Skills:

- Tact, discretion and diplomacy
- Ability to be impartial and objective
- Self-sufficient and proactive
- Proven time management and multi tasking abilities
- Meticulous organisational skills and attention to detail
- Excellent verbal and written communication skills
- Good numeracy skills
- Excellent IT skills, particularly Microsoft Office and databases

Other:

- Active interest and empathy with the Whitechapel Gallery's mission and objectives
- Interest in contemporary visual arts

Desirable

- Knowledge of contemporary visual arts sector
- Postgraduate qualification
- Financial management knowledge and/or experience

Conditions of Work

- Permanent contract: full time
- Starting salary: circa £32,000 depending on experience
- Hours of work: 9.30am – 5.45pm, Monday to Friday. Work outside of these hours will occasionally be necessary as required and will be compensated for with corresponding time in lieu.
- Period of notice: 3 months
- Probation period: 6 months

In addition to your salary, the benefits you are eligible to receive, subject to availability, are:

- 25 days annual holiday plus 8 days public holidays

- 5% of your gross salary provided as employers' pension contribution
- Discount at the Gallery bookshop
- Discount at the Whitechapel Refectory
- Discounts on limited editions
- Annual research/travel grant of £200 (pro rata equivalent for part time staff)