

## **HR and Inclusion 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 HR Manger 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 HR and Inclusion 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 HR & Inclusion Manager is line managed by the Managing Director.

#### **Accountable**

The HR & Inclusion Manager line manages the HR Administrator

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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
- Passing on monthly payroll data – starters, leavers and changes
- Pension scheme management- Communications
- Conflict mediation
- Staff engagement and retention
- Internal communications
- Exit processes
- Maintain meticulous physical and electronic HR records

### **Diversity and equality**

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

- Co-ordinate and help develop the Gallery's Diversity Action Group, including arranging meetings, organizing and circulating minutes and helping ensure implementation of agreed actions
- Develop frameworks for ensuring impartiality and fairness in recruitment practices, including external feedback on job description and advertisement language, attendance at all interviews for Officer-level and above positions, arranging external observers and other practices as agreed
- Attend monthly Access forum meetings
- Collate and provide updates against Arts Council Equality and Diversity Plan 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

### **Health and Well-Being**

- Providing pastoral care and support when required and proactively helping individuals access the Employee Assistance Programme or external support.
- Administrator and the main point of contact for the Gallery's Health and Wellbeing provision. Advising staff members and managers on occupational health referrals and next steps.
- Promoting the Gallery's Wellbeing app and materials to the staff members to increase usage.
- To report on usage data and statistics in the quarterly report to the Board of Trustees.

### **Organisational policies and statutory compliance**

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

- Keeping up to date with relevant 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**

- Assist with 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

### **Other**

- Sundry administration and office management duties as required by the Managing Director
- Act as the Designated Child Protection Officer
- Conduct CV and interview workshops for students on the Gallery's MA course
- Present at quarterly all-staff meetings as required
- 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
- Experience developing and implementing systems and processes
- 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
- Strong writing skills
- Meticulous organisational skills and attention to detail
- Excellent verbal communication skills
- Good numeracy skills
- Excellent IT skills, particularly Microsoft Office and databases

Other:

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

### **Desirable**

- Knowledge of contemporary visual arts sector
- Financial management knowledge and/or experience
- Experience of minute-taking

### **Conditions of Work**

- Permanent contract: Full time
- Starting salary: £35,000 to £40,000 per annum 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 (3% staff contribution)
- Discount at the Gallery bookshop
- Discount at Townsend (on-site restaurant)
- Discounts on limited editions
- Assistance to Employee Assistance Programme
- Annual research/travel grant of £200 (pro rata equivalent for part time staff)