

Job Description

POST DETAILS	
Organisation	The Marlowe Trust
Job title	HR Advisor
Reports to	Director of Finance
Grade	MTT13 - £31,385

JOB PURPOSE

To support the Marlowe's Executive team in developing a culture of learning and nurturing a supported and inclusive workforce, ensuring that the Trust complies with relevant legal obligations at all times.

PRINCIPAL ACCOUNTABILITIES

- Work with the Strategic Management Team to develop and deliver the Marlowe's People Strategy.
- To support the Strategic Management Team in developing HR Policies and Procedures and to ensure these are communicated and ensure they are embedded within the organisation.
- To train, advise and guide all managers and staff on HR policies and matters including recruitment, probation, grievance, performance management and disciplinary matters.
- To create and maintain personnel records, including contracts of employment, ensuring all are up-to-date and comply with current employment law.
- To manage relevant projects ensuring effective consultation, communication and that projects are delivered on time and within budget. Be the HR representative on the Health and Safety committee.
- Be responsible for the DBS checking process.
- Keep abreast of relevant HR related legislative changes and make recommendations as appropriate.

REQUIRED ATTRIBUTES	
Required Qualities	<p>The Marlowe's core values are to be authentic, supportive, resilient, collaborative, inclusive and passionate in everything we do.</p> <p>We actively seek to represent the diversity of our society.</p> <p>In order to live our values, our HR Manager needs to be:</p> <ul style="list-style-type: none"> • A brilliant people person • A great communicator • Organised • Passionate about people
Knowledge	<ul style="list-style-type: none"> • Extensive knowledge of employment law and best practice. • Good knowledge of General Data Protection Regulation 2016 • Knowledge of HR practice in a business of scale
Skills	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Excellent interpersonal skills • The ability to adapt
Experience	<ul style="list-style-type: none"> • Experience of delivering HR support and training in a business of scale
Qualifications	<ul style="list-style-type: none"> • CIPD Associate Member or similar https://www.cipd.co.uk/membership/grades

JOB DIMENSIONS	
Annual budgetary amounts	£30,000 - £40,000
Number of staff reporting to the job holder	0
Any other relevant statistics/information	

WORKING ENVIRONMENT
<p>The Marlowe Trust is open to flexible working so talk to us about how you think you can best deliver this job and about your flexible working needs.</p> <p>The Marlowe's performances happen mostly in the evenings and at weekends. In order to deliver the best service to our customers, all of our posts, whether frontline, strategic, planning or support roles, require some evening and weekend working.</p>