

## **JOB DESCRIPTION**

<b>Job Title:</b>	Human Resources Business Partner (HRBP)
<b>Department:</b>	Human Resources
<b>Reports to:</b>	Director of Human Resources
<b>Reports:</b>	HR Assistant
<b>Liases with:</b>	All Departments and external contacts at all levels

---

## **BACKGROUND AND CONTEXT**

English National Ballet (ENB/the Company) exists to take world-class ballet to as many people as possible; delighting them with the traditional and inspiring them with the new. The Company comprises c72 dancers and has its own orchestra (ENB Philharmonic), which is supported by up to 150 staff across central departments.

ENB's artistic output, reputation and ambition is growing rapidly and is at a crucial stage in its history; celebrating its 70th birthday in 2020. In July 2019 we completed and occupied a purpose-built 93,000 square foot new home; the cultural anchor of a new cultural and residential development on London City Island, Canning Town. Our new building combines a unique theatre-scale production studio, modern training facilities, teaching and rehearsal studios, and spaces for the public to sign up to classes, view our work, eat, drink and socialise in a state-of-the-art environment. The move provides the physical space we need to achieve our vision to be the country's most innovative ballet company and puts the Company at the heart of East London's creative industries and infrastructure, enabling long term partnering opportunities with local artists, higher education organisations and corporates.

## **PURPOSE OF THE ROLE**

The role will business partner several key departments in the organisation, including Artistic and Dancers, Production and Company Management, Orchestra and Music Department and the Medical Team.

To develop and maintain strong working relationships, proactively supporting client groups to achieve their strategic objectives against ENB's national and international touring programme. Gaining the confidence of all clients. Working alongside managers to coach them and develop their confidence and management capability.

To understand and translate client group requirements into effective HR practice, delivering people and project solutions to assist decision makers to meet and complete deliverables/business objectives whilst managing risk and driving performance.

Be integral in providing a proactive, customer focused, HR function, that is regularly improving HR operational delivery to support, advise and guide managers and staff.

Champion organisation wide, people and project initiatives that will enhance the internal and external profile of ENB. Using a creative approach to help advance a culture of collaborative working, that creates positive well-being and inclusion, across client groups.

## **KEY RESPONSIBILITIES**

### **Business Partnering**

- Support [Artistic and Dancers, Production and Company Management, Orchestra and Music Department and the Medical Team] by being a trusted advisor providing real time support and analysis to aid decision making. Identify and influence positive improvements.
- Develop and manage relationships with senior stakeholders, advising on all people matters including employee relations, change plans and learning and development
- Develop a deep understanding of the functions you are supporting to assist in providing proactive solutions.
- Work proactively in partnership with management teams supporting the development and delivery of plans by influencing and providing people focused HR solutions and initiatives, consistent with the overall HR approach.
- Work with HR colleagues to develop and deliver consistent and integrated HR plans, projects and initiatives [i.e. change management, leadership and management development, performance management, employee relations, equality, diversity and inclusion, reward and recognition and resourcing].
- Proactively use insights and metrics to diagnose issues and identify trends and thereafter support leaders and managers to enable effective change for improved individual, team and departmental performance.
- Identify and assess people risks within the area and to work with managers to mitigate these risks and to recommend remedial actions to close gaps/weaknesses and enhance performance.
- Agree service levels with senior clients on an individual basis per case/project so that both parties have clarity about support needed/to be given and expectations.

### **Employee Relations**

- Lead on and manage first stage employee relations issues within the client group to include restructures, discipline, grievance, capability.
- Support organisational change initiatives across the business.
- Advise and coach managers within client group on ways to avoid employee relations issues arising.
- Support the Director of Human Resources to maintain effective relations with recognised staff groups and trade unions.
- Provide HR policy guidance, writing and updating policies as necessary

### **Management Support & Development**

- Advise and update managers on key employee relations and employment law issues to develop their skills.
- Coach, challenge and develop managers to be effective leaders and people managers and to help them develop diverse, high-performing teams.
- Attend Artistic Management Team meetings to update them on current HR issues and to understand their key business imperatives. Feed back to the HR team after these meetings.

### **Visas & Immigration**

- Manage all stages of the UK visa application process for artists joining the company from outside the EEA, sometimes under pressure or with short notice.
- Deliver ENB's Right to Work obligations from beginning to end, ensuring we comply with all Home Office requirements.
- Work with the HR Assistant to ensure that record-keeping meets our legal obligations.

- Maintain the Company's sponsorship database.
- Support staff, dancers and visiting artists with immigration matters.
- Work with the Company Manager to secure visas and work permits for overseas tours.
- Manage the relationship with ENB's third party visa advisors, ensuring the most efficient and cost-effective service.

### **Recruitment**

- Successfully manage recruitment campaigns for client group in partnership with the HR Coordinator.
- Consider all recruitment channels to ensure ENB secures the best talent whilst always considering value for money.
- Monitor and report on the effectiveness of recruitment channels used.
- Ensure effective on boarding of new joiners to the Company including reviewing the induction process to ensure they are given a positive first impression of ENB.
- Incorporate the HR strategy on equality, diversity and inclusion to attract candidates from diverse backgrounds so that ENB can reflect the communities in which we work and tour.
- Engage and support ENB's apprenticeship programme [via the GGF]; work experience and internship programmes, working with the HR Coordinator to administer these going forward.

### **Payroll, Data and Staff Records**

- Co-Manage the administration and processing of client group payroll and HR data into ADP [HR and Finance system].
- In partnership with the HR Coordinator manage weekly and monthly instructions to payroll.
- Work with the HR Assistant to ensure that all key documents are scanned to employees' personal folders.
- In partnership with the HR Assistant, maintain the integrity of ADP.
- Carry out monthly reconciliation to ensure ADP changes match documentation.
- Work with the Director of HR to ensure that HR records meet all legislative requirements

### **Learning and Development**

- Work with managers to ensure that annual performance reviews are carried out and documentation is returned to HR.
- Support the training needs analysis (TNA) and production of development plans for all staff within client group

### **Team Management**

- Manage and develop direct reports providing a high level of customer service, responsiveness, and proactivity, focussed on efficiency, accuracy, flexibility and timeliness.
- Provide professional supervision ensuring work is reviewed; management information is user-friendly, timely, accurate, and on-the-job training and development is modelled and supported.
- Help build a positive culture within the team to have a sustainable, fun and hardworking cohort of HR professionals.
- Ensure data quality is maintained on the HR system, and provide people related information to managers to enhance and inform business decision making.
- Manage, coach, and develop the HR Operational team and contribute to the overall development of the HR function
- As a manager, take responsibility for ensuring our legal obligations and the expectations set out in our policies are met within areas of responsibility, including in relation to health & safety, equality & diversity, finance, procurement, information security and managing people.

### **General**

- Undertake any other relevant duties that fall under the general scope of this role, as instructed by the Director of Human Resources.

- Participate in the provision of the safe working environment, adhering to the Company's health and safety policies at all times.

## PERSON SPECIFICATION

### Experience and Knowledge

- CIPD fully qualified or equivalent experience with significant post qualification working experience in the Art (especially touring performing companies)/Charity/Not for Profit/ sectors.
- Proven work experience as an HR Business Partner
- Knowledge of contemporary HR thinking, including good knowledge of employment law & its practical application
- Full understanding of all HR functions and best practices
- Demonstrable experience with HR metrics
- Excellent people management skills

### Skills and Abilities

- Strong relationship management skills. Able to build effective relationships with clients
- Sound judgement and reasoning skills
- Exemplary communication (written and verbal) and active listening skills.
- Ability to work well under pressure, prioritising own workload, whilst dealing with conflicting deadlines, with an efficient, focussed and calm approach.
- Good influencing skills with the ability to gain credibility quickly and a personal drive to get the results required to support the wider organisation.
- Ability to make the best decisions on a timely basis.
- Strong IT skills including Microsoft office, particularly Excel, Word, and PowerPoint
- Excellent impact and coaching skills.
- Good IT skills; familiarity with HR systems & MS Excel.
- Active skills in continual process improvement
- Analytical and goal oriented

### Mind Set

- High levels of emotional intelligence and resilience
- Discreet and confidential
- Self-motivated and uses initiative
- Gravitas and confidence to gain respect and credibility quickly and at all levels across the Company.
- Acute self-awareness and of others in a progressive and demanding arts and dance environment.
- Performance driven with a professional and ethical approach in all aspects of your work as an ambassador for the Company.
- Effective in balancing work and life demands recognising the need for flexibility.

***This job description is a guide to the nature of the work required of the prospective employee and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required in the future.***