

SLG

APPLICATION PACK FOR: HR and Administration Manager
Closing Date: 9am Thursday 30th September 2021



August 2021

Dear Applicant,

This application pack for the position of Human Resources Manager at the South London Gallery includes:

- Information about the South London Gallery
- A Job Description and Person Specification

To Apply

Please go to <https://hr.breathehr.com/v/hr-manager-16364> to download an Applicant Details Form and an Application Form and submit both forms via the green APPLY button at the bottom of the page.

Please also complete the online equal opportunities monitoring form here:

<https://www.surveymonkey.co.uk/r/SD6SFFW>

The equal opportunities form is anonymous and separate to your application.

The purpose and key tasks and responsibilities of the position are set out in the job description. The knowledge, experience and competencies we are looking for in the successful candidate are listed in the person specification. It is important to read carefully all the information before completing the form.

Please do not attach CV, references or educational certificates to your application form. Applications in the form of CVs will not be considered.

The closing date for receipt of completed applications is **Thursday 30th September at 9am**. We regret that applications received after that time cannot be considered.

Interviews will be held via Zoom on **Friday 15th October**. Second interviews will be held in person (socially distanced).

Shortlisted candidates will be contacted by phone or email and invited to attend. The selection process will include a written application form and panel interview. If you will require any special arrangements at any stage of the selection process please fill in the relevant section of your application form or contact Cathy Hirschmann at cathy@southlondongallery.org or telephone 020 7703 6120

We guarantee to interview all applicants with a disability who meet the essential criteria listed in the person specification and to appoint on the basis of objective criteria.

Unfortunately we are unable to write back to all applicants at the shortlisting stage, or to give specific feedback on why you have not been shortlisted. If you do not hear from us by Thursday 7th October please assume that you have not been shortlisted in this instance.

If you have any queries regarding the process or the role please contact Cathy Hirschmann, Deputy Director, on 020 7703 6120 or at cathy@southlondongallery.org

Thank you for your interest in the South London Gallery. We look forward to receiving your application.

Cathy Hirschmann
Deputy Director

South London Gallery

The South London Gallery (SLG) is a locally, nationally and internationally recognized centre for contemporary art with an acclaimed and award-winning education programme. Founded in 1891 as a purpose-built gallery, the original site has expanded to include the Clore Studio, a flat for artists in residence, and a café (since 2010); an artist-designed garden (opened in 2016); the Fire Station (opened in 2018); and Art Block, a space for local children and families on Sceaux Gardens estate.

Since its first expansion in 2010, the gallery has grown from welcoming 25,000 visits per year to over 150,000. The SLG is embedded in the local community with a programme that reflects art practices today, supports artists and commissions new work.

The gallery has a rigorous international programme, but still feels very local. It is very much about the area and the people that live around it.

Ryan Gander, Artist



The year-round exhibitions programme showcases the best in international contemporary art, complemented by an events programme for people of all ages and interests. The gallery's emphasis is on presenting new work by British and international artists, often by those who have rarely or never had a solo show in a London institution. Group shows bring together works by established and lesser-known British and international artists, whilst an ongoing residency programme provides opportunities for artists to develop new work and exhibit at the SLG.

The South London Gallery is the most innovative art space in the capital, with great contemporary exhibitions.

Alicia Burrell, The Sunday Times

Providing opportunities for learning and participation is at the heart of the gallery's purpose, and each year thousands of children, young people and adults take part in an extensive programme of activities. This includes a peer-led young people's forum; free family workshops; a dedicated creative space for children, artist-led projects and commissions on local estates; ongoing provision for school visits; and a programme funded by BBC Children in Need for looked-after children.

The SLG fosters varied perspectives and experiences, encouraging open conversations and active listening practices. We believe everybody is entitled to feel welcome and safe at the SLG, confident to express their authentic selves. We are committed to achieving diversity across our staff, board, programmes and audiences, to reflect society. Our imperative is to create a working environment that enables us to challenge structures and practices, to ensure that diversity is at the forefront of our organisation. We want to be fully inclusive and to proactively counter discrimination. All staff and board members have training and support to ensure we are able to achieve this.

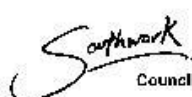
We are therefore particularly interested in applications from people from backgrounds which are underrepresented in museums and galleries, including people from low-income backgrounds and people from Black, Asian and ethnically diverse backgrounds.

The SLG is a registered charity, funded by the Arts Council England, Southwark Council and Freelands Foundation with additional essential funding from individual donors, companies, trusts and foundations as well as income from our commercial operations.

southlondongallery.org
Twitter: [@SLG_artupdates](https://twitter.com/SLG_artupdates)
Instagram: [@southlondongallery](https://www.instagram.com/southlondongallery)
Facebook: [@southlondongallery](https://www.facebook.com/southlondongallery)



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Job Description

Job Title:	HR and Administration Manager
Period:	Permanent
Hours:	Full time
Salary:	£31,000 to £36,000 Appointments are made at the start of the pay scale, £31,000, with annual pay progression based on satisfactory performance. In addition, the pay scale is reviewed annually in the light of cost of living and operational budgets.
Pension:	6% employer pension contribution
Holiday:	26 days plus bank holidays
Reports to:	Deputy Director
Place of Work:	South London Gallery, Peckham, London

Due to Covid-19 the SLG's offices are open to staff but at reduced capacity and on a rota basis; staff continue to work from home when not in the office. We will discuss arrangements in more detail with the successful candidate. Going forward, the SLG is putting in place an Agile Working Policy to support staff to retain an element of working from home where they wish to do so. Details are in development.

The appointment is subject to a satisfactory DBS check.

Purpose of the role:

The HR and Administration Manager will work closely with the Deputy Director. The post holder will provide HR support across the senior management team and the gallery's line managers, providing high quality, objective and robust generalist support to ensure the SLG attracts, develops and retains great people.

This is a true HR generalist role spanning all elements of the people agenda working in areas including recruitment, employee relations, coaching, training and development and employee engagement. The post-holder will lead on the ongoing development, delivery and review of the HR aspects of our diversity and inclusion policy and action plan.

There will be the opportunity to work on key projects such as our health and wellbeing strategy and embedding of our new HR technology and work with the Deputy Director on wider administration and policy projects.

This is a new post at the SLG. While it is a stand-alone HR role the post-holder will work closely with the Deputy Director and be supported by an external HR Consultant.

Key Tasks and Responsibilities

- Support the Director and Deputy Director in the development of the SLG's personnel strategies, including recruitment, staff training, development and appraisal as well as traineeships/apprenticeships;
- manage the production and updates of all HR policies in line with legislation changes and industry best practice whilst managing any consultation process in relation changes as required and / or desired with Unions and Staff Reps;
- manage all HR aspects of the gallery's diversity and inclusion plan including implementing the current plan and contributing to the development of new initiatives;
- working with the Deputy Director and Senior Management Team, evolve the gallery's Well-being Strategy and lead on the delivery of the strategy; coordinate the gallery's

Mental Health First Aiders, including facilitating monthly network meetings and organising annual refresher training;

- develop, manage, analyse and produce action plans from employee engagement surveys;
- support the Deputy Director in ensuring GDPR compliance across the gallery, leading on an annual review of the gallery's data log; facilitate staff training in GDPR as required;
- with the Deputy Director, ensure a close working relationship with employee forums and Unions (BECTU);
- proactively seek out projects which enhance the gallery's offering to current and prospective employees.
- be the point of contact for all HR related matters to the Senior Management Team, Line Managers and all employees; provide advice, guidance and recommendations in relation to all HR matters from a legislative and best practice standpoint;
- work closely with the Residents' Programme Manager and Operations Manager to provide HR support for the Art & Play team and Front of House team respectively;
- manage the end-to-end recruitment process from applications, offer letters, contracts and pre-employment checks; contribute to the shortlisting process and sit on interview panels as appropriate;
- manage the administration and issue of freelance contracts;
- review freelance and subcontractor contracts for IR35 compliance and provide guidance to line managers as required;
- ensure that the HR system (BreatheHR) is up to date and always holds correct information ensuring GDPR compliance at all times;
- produce all contractual changes paperwork and ensure these are issued, returned and stored accurately;
- manage the recording of all casual workers annual leave and overtime for payroll and reporting purposes;
- work closely with the finance team to support the payroll process by providing information to finance on all HR matters that have a pay impact;
- manage the induction and leaver process for employees and volunteers and support the induction process for Trustees;
- support line managers and employees with the appraisal process;
- support line managers and employees with training and development plans; develop training initiatives and organise on-site and off-site training;
- manage and automate HR processes to ensure efficient and effective ways of working;
- prepare and contribute to papers and reports for the Board, Personnel & Finance Committee, Equalities Advisory Committee and the gallery's funders;
- produce and analyse regular management information on HR metrics for the Deputy Director and senior management team;

As a new role this Job Description may be reviewed and amended after a period of time.

General Responsibilities

- Be inclusive and operate in accordance with the SLG's access and diversity, safeguarding, employment, health and safety, equal opportunities and other practices, policies and procedures;
- take responsibility for own administration, devise and implement appropriate processes and procedures to achieve agreed objectives;
- attend weekly staff meetings, report on relevant areas of work and disseminate information as required;
- maintain a commitment to training and professional development;
- be an advocate and effective representative of the SLG where relevant which may include SLG previews, other evening and weekend events as appropriate and at external professional events;
- have the ability to work evenings and weekends, for which TOIL (time of in lieu) will be given;

- act as a keyholder as appropriate and required;
- and undertake other duties as may be reasonably required.

Person Specification

Who we are looking for:

Knowledge and Experience	Requirement
Previous experience of providing a wide range of HR services and support including supporting line managers	Essential
Demonstrable experience of researching, developing and implementing policies	Essential
Previous experience of working in a standalone HR role	Desirable
Previous experience of working within the arts or cultural sector	Desirable
Qualified to CIPD level 5	Desirable
Experience of managing and developing relationships with Unions and Staff Reps	Desirable
Skills and Attributes	Requirement
A demonstrable commitment to promoting and delivering diversity and inclusion across all aspects of the SLG	Essential
Proactive and willing to share new ideas and ways of working	Essential
Accurate and consistent performance	Essential
Highly confidential	Essential
Motivated and enthusiastic	Essential
Ability to work under own initiative	Essential
Able to work to deadlines and adapt to changing conditions	Essential
Hard-working, organised and detail orientated	Essential
Committed to upholding professional standards	Essential
Committed to personal development	Essential
Self-motivated and willing to learn	Essential
Excellent verbal and written communication skills	Essential
Excellent attention to detail	Essential
Effective time management	Essential
Completer finisher	Essential

Image credits

1. Visitor in Under the Same Sun: Art from Latin America Today, in the Main Gallery in 2016. Courtesy: Solomon R. Guggenheim Foundation and the South London Gallery. Photo: Andy Stagg
2. Katharina Grosse & Stefan Schneider, *Tiergarten*, South London Gallery, 2017, photo: Mark Blower.
3. Big Family Press with OOMK, South London Gallery, 2018. Photo: Manuela Barczewski
4. Visitors to the Back to the Bookplace display in the Fire Station Archive. 2019. Photo: Sam Nightingale
5. *Z'EV: There you go. An evening summoning Rhythmajik*, 2018. Photo: Ben Waggett
6. School visit in the Orozco Garden.
7. Okkyung Lee performance, 2019. Photo: Sam Nightingale
8. Participants in a monthly Big Family Press Open Publishing Session. 2018. Photo: Rosie Reed Gold
9. South London Gallery. Photo: Andy Stagg
10. Fire Station, South London Gallery. Photo: Dan Weill
11. Image: South London Gallery garden by Gabriel Orozco, 2016 (c) Gabriel Orozco. Photo: Andy Stagg