

## INSTITUTE OF CONTEMPORARY ARTS (ICA): JOB DESCRIPTION

Job Title:	Directors' Office and HR Manager
Reporting to:	Director and Deputy Director
Department:	Directors' Office
Contract:	Permanent, Full time, 40 hours per week
Salary:	Competitive; depending on experience (please state your current salary and your salary expectations in your application)

---

*We encourage applications from all backgrounds, communities and industries, and we are committed to having a team that is made up of diverse skills, experiences and abilities. We particularly encourage applications from disabled people and people from black, Asian and minority ethnic backgrounds, as these groups are currently under-represented in the cultural sector. We are committed to equality and diversity within our workforce and all opportunities provided by the ICA.*

*Whilst some of our offices have barriers to access, we are taking steps to resolve these, and in the meantime continue to encourage interest from applicants who require reasonable adjustments within the workplace.*

### PURPOSE OF THE POST

The Institute of Contemporary Arts was founded 72 years ago and is a model that is continuously adapted to the world of today. Our agenda setting programme positions artists and thinkers at the centre of the ICA's activities: as our Partners, Participants, and our Audience. Historically the ICA has always anchored its programme within the socio-economic conditions of its times. Today, this critical approach is needed more than ever, as we face some of the most complex ecological, ethical and social justice challenges of the 21st Century.

The role of Directors' Office and HR Manager is an exciting opportunity for a highly organized and reliable individual to work closely with the Senior Management Team (SMT) and the ICA Board. The main responsibilities of this role include providing administrative and diary support to the Directors' Office, working with the SMT on special projects, coordinating Board meetings and related governance, and day to day responsibilities for the HR function at the ICA.

The successful candidate should have a good understanding of company law and charity law alongside strong experience in HR practice and employment regulations.

### KEY TASKS AND RESPONSIBILITIES

#### Directors Office Administration

- Oversee internal staff communication and the calendar of internal meetings
- Support the Director with diary appointments, travel arrangements, correspondence and expenses

- Support the SMT in their responsibility of ensuring good governance and compliance, by setting up proper records and systems and ensuring all staff are compliant with our data protection policy
- Manage the annual cycle of organisational policy and procedures review, making recommendations, updating policies and handbooks and ensuring proper implementation
- Support the SMT in data gathering and evaluation, the annual cycle of reporting to Arts Council England, the annual audit and other statutory paperwork as needed.

#### ICA Board

- Work with the Board Chair and the SMT to maintain the annual calendar of meetings (including the Annual General Meeting) and coordinate regular communication with the Board and Committees
- Organise logistics and finalise paperwork for Board and Committee meetings in coordination with SMT and ICA teams.
- Ensure that Board induction and other statutory paperwork is regularly updated
- Liaise with the Finance team to obtain consent, signatures and any other data needed from Board members for governance and statutory reporting purposes.

#### Personnel and recruitment

- Recruitment of new staff and contractors including developing job descriptions with SMT, running recruitment campaigns, managing shortlisting, interviews and references.
- Finalise contracts and written conditions of employment and ensure that signed copies are received and filed correctly
- Maintain personnel records for staff and volunteers in accordance with the Data Protection Law and Home Office requirements
- Administrate visa applications with the Director of Operations and Visitor Services for staff and visiting artists
- Maintain oversight of the annual salary, staff welfare and training budgets working closely with the Finance Team.
- Update Finance Team of changes to payroll on a monthly basis
- Oversee the ICA's Simply Personnel Cloud HR system, ensure that holidays and sick leave are logged correctly
- Ensure that annual appraisals, performance reviews and probation reviews are conducted as per ICA guidelines
- Organise training programmes for staff with the guidance of the SMT
- Ensure induction and leaver processes are followed for all staff and contractors
- Support with employee relations and mediation matters as needed.
- Research changes in employment law, benchmark salaries and best practice against the ICA's peers and update systems where necessary.
- Managing staff wellbeing initiatives and the portfolio of staff benefits including organising events and activities as needed.
- Any other responsibilities that might be reasonably requested by the SMT

#### PERSON SPECIFICATION

##### Essential Criteria

- Experience in complex administration and personnel management
- Experience of working across different levels of stakeholders, e.g. Board, staff members, consultants, members of the public

- Strong organisational skills with a methodical and accurate approach to work, good numeric skills and an excellent eye for detail
- Excellent oral and written communication skills
- An understanding of data protection and communication best practice
- The demonstrated ability to be creative, proactive and innovative
- Existing experience of managing complicated budgets
- Excellent knowledge of the Microsoft Office package
- Experience with HR software and troubleshooting
- An understanding and commitment to diversity and inclusion, equal opportunities and access
- Problem solving skills and an ability to work flexibly
- Positive and supportive behaviour in the workplace
- A flexible and collaborative approach to working as part of a team

#### Desirable Criteria

- Experience working in the visual arts or in a creative environment
- Qualification in HR

*The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post, Department and the ICA.*

*Job descriptions are reviewed regularly and at least prior to the annual appraisal, if applicable to ensure they are an accurate representation of the post.*