



## **Job Description: HR Manager**

**Position:** HR Manager

**Location:** Criterion Theatre, London

**Contract Type:** Permanent Part time (3 days)

**Reporting To:** Managing Director

### **About Us:**

Criterion Theatre, an iconic and historic venue in the heart of London's West End, is seeking an experienced, dynamic and proactive HR Manager. This role is critical in maintaining and further developing a robust HR function.

### **Key Responsibilities:**

#### HR Function:

- Set annual HR plan and align to the business.
- Build on the current HR framework and align with the theatre's strategic goals.
- In line with internal process, review, update and publish HR policies and procedures.
- Update and maintain HR systems for tracking employee information, performance, and compliance.
- Review the current HR System to fully utilise the functionality to fully support the business.

#### Administrative Management:

- Oversee day-to-day HR administrative tasks.
- Maintain accurate and up-to-date employee records.
- Maintain employee data to ensure pension auto enrolment is completed correctly and on time.
- Work with MD, FM on payroll administration, checking and benefits management.
- Ensure all leavers are processed in a timely manner.
- Work with payroll to ensure all appropriate payroll deduction are made as appropriate (i.e. training funding, holiday)
- Deputise for the MD to ensure the weekly payroll is checked and authorised.
- Work with the MD on the process of pay awards and implementation of new benefits.

#### Recruitment and onboarding of new starters.:

- Provide guidance and assist the line managers with the full recruitment cycle from job postings to onboarding.
- Assist the line managers to develop job descriptions and person specifications.
- Implement effective recruitment strategies to attract top talent.
- Review and meet recruitment budgets.
- Set up and maintain trainee and apprenticeship programmes, gain funding where appropriate.
- Assist in delivering company inductions and review effectiveness.
- Complete all onboarding tasks including ID checks and payroll and pension information.



#### Staff Welfare:

- Foster a positive and inclusive workplace culture.
- Develop and manage employee engagement initiatives.
- Provide support and guidance on employee well-being and mental health.
- Manage the occupation health referrals and supporting employees back to work after long term sickness.

#### Employment Law Compliance:

- Ensure compliance with all relevant employment laws and regulations.
- Update and maintain employee handbooks and HR documentation.
- Handle employee relations issues and conduct investigations when necessary.

#### Union Negotiations:

- Serve as the primary liaison with union representatives.
- Negotiate and mediate between the theatre management and union to resolve disputes.
- Ensure adherence to collective bargaining agreements.
- Update the SOLT green book as and when updates are provided.

#### General HR Duties:

- Provide HR advice and support to management and staff.
- Provide the MD with HR data on a regular basis.
- Handle grievances and disciplinary actions in accordance with company policies.
- Review and action employee requests in accordance with employment law and collective bargaining agreements.
- Send out appropriate HR, Benefits and Wellbeing communications

#### Learning and Development:

- Conduct training sessions and development programs.
- Determine and carry out themed training and development for the team (EDI, Mental Health at Work, Unconscious Bias and Recruitment training)
- Ensure appropriate employees attend.
- Gain feedback on the content of the training and update as appropriate.

#### Qualifications and Experience:

- Proven experience as an HR Manager or similar role, ideally within the performing arts or entertainment industry.
- In-depth knowledge of employment law, HR best practices, and union negotiations.
- Strong interpersonal and communication skills.
- Ability to work independently and handle multiple priorities.
- CIPD qualification or equivalent experience.



### Skills and Competencies:

- Excellent organisational and administrative skills.
- Strong problem-solving abilities and attention to detail.
- Ability to build effective working relationships at all levels.
- Proficiency in HR software and Microsoft Office Suite.
- High level of confidentiality and ethical standards.

### What We Offer:

- An opportunity to work in a historic and vibrant theatre environment.
- The chance to make a significant impact on the future of Criterion Theatre's HR function.
- Annual Salary of £24-30K depending on experience (equivalent £40-50K full time)
- 20 days annual holiday plus statutory bank holidays (pro rata).
- Auto enrolment pension with 5% employer and 3% (minimum) employee contributions. Salary sacrifice option available.
- Weekly paid.
- 3 days a week role based in London

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Criterion Theatre is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

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**Note:** This job description is intended to provide a general overview of the role and is not an exhaustive list of duties and responsibilities. Duties may be subject to change based on organisational needs.