



JOB DESCRIPTION

Post: Human Resources Administration Assistant

Department: People Department, Tate Enterprises Ltd

Reporting to: Training and Engagement Manager

The Company: ***Tate Enterprises Limited (TEL)** is a wholly owned subsidiary of Tate through which we operate our highly successful trading activities. TEL shares Tate's mission to promote public knowledge, understanding and enjoyment of British, modern, and contemporary art. TEL consists of Tate Commerce and Tate Eats.*

***Tate Commerce** is an omnichannel trading organisation, covering Publishing, Retail, Merchandise, Brand and Image Licensing, Finance and Operations. Tate Commerce seeks to extend the visitor journey beyond the galleries while maximising revenue and visitor satisfaction, working closely with the wider Trading and Front of House teams to deliver an outstanding experience to all of Tate's visitors.*

***Tate Eats** is unique in the sector, running our restaurants, cafés and bars and delivering a vast range of events from premiers to boardroom lunches. Eats has a pioneering roastery, setting the agency on gender equality in the coffee supply chain, brewing beer and blending gin, creating teas, all alongside a multi-award-winning wine programme. We research and write menus in response to Tate's diverse programme and collaborate with artists and curators.*

The Department: ***TEL's People Team** is a centralised Human Resources department providing a professional and comprehensive in-house HR service to all the departments across TEL.*



The Disability Confident Scheme

Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Scheme Symbol.

About the role: To support the People team with the HR functions within the team by providing a comprehensive HR administration service. To contribute to our ambition to provide an outstanding and continually improving Human Resources service to TEL.



Main duties and responsibilities

- Input and manage all employee data electronically on the HRIS System and in personnel files and folders.
- Support the admin function of the People Team and managers, ensuring all employment documents are prepared, issued and returned signed for filing, along with the verification of other legal documentation.
- Support the HR Officers with annual project administration, including PDRs, the Gender Pay Gap, and Diversity Workforce Profile.
- Oversee and manage the audit spreadsheets for Eats and Commerce which track employment documentation, employment information and other departmental actions, in relation to the new starter process, changes of details and leavers.
- Manage the issuing of employee letters (confirmation of employment, bank letters etc).
- Send monthly reports to Heads of HR/HR Advisors on all end of fixed term contracts that are coming up in the following month.
- Process all leavers via the IS portal and support leavers administration, including monthly reporting.
- Daily checking, and responses to, emails in the Eats & Commerce Recruitment and People Team inboxes. Ensure all emails are responded to or escalated daily.
- Note taking and/or transcribing for meetings when requested.
- Send monthly reports to Managers, detailing all colleagues that are coming to the end of their probationary period. Flag any issues with pre-employment checks or ID in a timely manner, to be overseen by the HR Officers.
- Create and issue probation extension letters and AWOL letters.
- Regularly check and adhere to the HR retention schedule. Ensure all employee data is retained and destroyed in a timely manner, in line with GDPR guidance.
- To provide any other administrative support to the team where necessary.
- Work as a team and assist with colleagues' areas of responsibility during busy periods or in their absence.
- Represent our Tate values by being: open, bold, rigorous and kind.
- Be a trusted and confidential point of contact for colleagues across TEL regarding HR queries, as necessary, through our shared inbox and otherwise.



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Recruitment

- Carry out pre-employment checks as required by the HMG Baseline Personnel Security Standard (BPSS)
- Ensure that selection scoring and evidence of all recruitment decisions are recorded for every recruitment campaign.
- Support recruiting managers with queries relating to our recruitment platform's administration.

Training & Engagement

- Support Training & Engagement Manager to organise training & engagement events including room bookings, setting up Teams Events & Meetings and sending reminder emails.
- Keep accurate records of all training attendance and online training undertaken on the HR databases and in Training Folders.
- Support Training & Engagement Manager with maintaining the Learning Management System (LMS) and assisting with the creation of training for the LMS.
- Send out Monthly Service Anniversary Certificates to Tate Eats and Tate Commerce staff.
- Send out Birthday Vouchers monthly to Commerce Staff.
- Support with Quarterly Performance Award communications and results.
- Support with communications and results for annual DSE (Display Screen Equipment) forms.
- Support HR Officers to administer benefit requests
- Collate training requests from PDRs on an annual basis

Teamwork

- Working as a team with all members of the People Team, supporting and helping each other to live by our departmental mission statement, continuously working towards our departmental objectives and striving to achieve the agreed service standards.
- Working with all the managers and supervisors (Office based, Retail/Catering Front of House and Kitchen Management). It is essential to build a good working relationship with all line managers, establishing trust and credibility between the People Team and all other areas of the business.



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Tate is proud of its commitment to diversity and inclusion which is set out in our Tate for All strategy. This strategy aims to improve diversity and inclusion at Tate through a process of organisational change and to make diversity and inclusion part of everything we do. Tate therefore expects all of its employees to actively contribute to promote diversity and inclusion as part of their role.

Person Specification

Skills, Experience and Competences

Essential:

- Strong IT skills especially with Microsoft Word, Excel and Outlook.
- Excellent administrative skills with a methodical and organised approach.
- Ability to work collaboratively within a diverse team and treat all colleagues with dignity and respect.
- Self-motivated with the ability to work independently and as part of a team.
- The capacity to ensure a high degree of accuracy and quality, whilst adhering to procedure.
- Demonstrated ability to maintain discretion and exercise strict confidentiality.
- Can plan and prepare effectively to ensure delivery of the desired result.
- Demonstrates flexibility in approach to the job to ensure that duties are properly performed and to meet the operational demands of the business.
- Able to handle ambiguity well.
- Can engage with people from all levels and backgrounds.
- Has a 'can-do' attitude and shows initiative.
- Open to feedback from others.
- Interest in pursuing a career in Human Resources.
- Is passionate about own contribution to Tate Commerce and Tate Eats, as well as the wider aims of Tate.

Desirable:

- Previous experience in an administrative role.
- Experience with experience HR systems.



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