



Job description

Job title	People Assistant
Department	People Team, Tate Gallery
Contract	Permanent
Salary	£30,414 per annum
Hours	Full-time, 36 hours per week
Location	Tate Britain, Millbank, London
Reporting to	Resourcing and Compliance Manager

Background

Tate's vision is to serve as artistically adventurous and culturally inclusive art museums for the UK and the world. We deliver this through activities in our four galleries across the UK (Tate Liverpool, Tate St Ives, Tate Britain and Tate Modern), our digital platforms and collaborations with our national and international partners. At the heart of Tate is our collection of art, which includes the national collection of British art from the 16th century to the present day, and international modern and contemporary art from 1900 to the present day, spanning all continents. We seek to expand access to the collection and deepen understanding of art in all its diversity.

Tate is a leading global institution, and we influence critical thinking about art practice. Tate is committed to maintaining free entry for audiences to our collections. We see access to art for everyone as a universal human right and we see our galleries as sites of creative learning. We want to champion the importance of making art and encourage people to explore the many ways in which art is created and develop their own creative potential.

We want to welcome audiences that better reflect the towns and cities in our nation and attract a diverse international public. Our reach is already powerful. We intend to increase its impact across society, with art that resonates around the world.

Everyone who works at Tate has a role to play in achieving these goals. We offer exciting work built around our love for art, and have a strong commitment to equality, diversity and inclusion, with the aim to have our workforce and audience as diverse as the communities we serve. And everything we do is only possible thanks to our fantastic colleagues, who really know their stuff, support each other and want to do the best for our audiences.

We hope you will consider joining our team.

You can find further information about Tate on our website: www.tate.org.uk.

About the role

To provide a comprehensive and customer focused HR administration service and to contribute to our ambition to provide an outstanding and continually improving Human Resources service to Tate.

About your team

Our team of experienced HR professionals are committed to providing a high quality, innovative service to all employees in line with HR best practice, relevant legislation, government guidance and Tate's values. We are a creative and forward-thinking team who are committed to enabling people to thrive and reach their full potential at work. We are passionate about building an inclusive culture at Tate that encourages, supports, and celebrates the diverse voices of our employees.

What you will do (Main Duties and Responsibilities)

Please note that this role sits within a new People Advisory team and will be required to support a fast-paced environment. The successful candidate will be proactive and willing to get stuck in soon after they begin the role.

Recruitment

- Coordinate and have responsibility within the People Advisory team for progressing recruitment campaigns for your designated workstream areas, via Tate's ATS and resourcing systems. You may also be required to help your colleagues by support the recruitment campaigns for areas of the business outside of your workstream, as required.
- Ensure that the provision of a proactive and streamlined recruitment support is provided to managers. This includes delivering the training of managers on Tate's online recruitment system.
- Ensure that Tate's resourcing system is regularly updated and that applicants are kept up to date on the progress of their applications through the system.
- Act as first line support for any recruitment related queries from managers and candidates including all queries to the Jobs@tate inbox, taking a proactive approach to answering queries in line with SLAs.
- Liaise with successful candidates, their line manager and referees to complete all onboarding including pre-employment and right to work checks efficiently and ensure a positive candidate experience. The onboarding process includes preparing offer letters and employment contracts for successful candidates of recruitment campaigns.
- Complete job evaluations on the job descriptions for new/vacant post, as required.
- Organise and deliver inductions for new members of staff to ensure that they feel welcome, have vital information, and gain a positive first impression of People department on their first day at Tate.
- Create and maintain relationships throughout Tate and with external stakeholders which enable us to successfully meet customer needs and anticipate issues and demand.
- For all job offers ensure that the recruitment folder within the HR2 files contains all the mandatory documents and other documents required for new starter inputting and for audit purposes.
- Organise and deliver Tribepad training and recruitment training to the organisation.

First line HR Operations support

- Act as first line support for general queries, taking a proactive approach to finding information where unsure and directing employees to the team's existing policies, guidance and the Employee Handbook in the first instance. Escalate queries

internally with other members of the team where appropriate and see through to resolution.

- Manage the HR Support inbox, ensuring that queries are acknowledged and dealt with in line with agreed SLAs, including requests for Eye Care vouchers, Reference requests, and passing TESS requests to the Systems and Data team.
- Create and maintain relationships throughout Tate, which enables us to successfully meet customer needs and anticipate issues and demand. This may include queries from leavers and employees on long-term absence or maternity.
- Work flexibly within the People department to ensure administrative cover is provided across the team, including providing cover during periods of annual leave, sickness, etc.
- Contribute to our ambition to provide an outstanding HR service.
- Monitor and update trackers for working visas, fixed-term contracts and secondments.

People Administration

- Contribute to maintaining the team's information systems, both electronic and paper-based, to ensure that these operate efficiently and are kept up-to-date.
- Maintain Tate's computerised HR and payroll system (ResourceLink) to ensure accurate and up-to-date employee information is readily available.
- Maintain personnel files (in the HR2 folder) for existing members of staff are kept up-to-date and are complete and complete regular reviews of team files to ensure that all required information is filed and available for further internal and external audits.
- Prepare letters confirming contractual changes for existing members of staff and leavers.
- Undertake general administration tasks, including filing and maintaining a tidy work environment.
- Working with the part-time People Assistants based in Liverpool and St Ives, help to update the monthly payroll spreadsheet trackers.
- Ensure that you are familiar with all GDPR requirements and ensure that all data is handled with the appropriate confidentiality and sensitivity.
- You may also be required to support other members of the team by taking notes in staff meetings.

What you will bring to the team

- At least 1 years' experience working in a busy administrative support role within a Human Resources department on recruitment related tasks, with demonstrable experience in maintaining efficient administrative systems.
- Experience in a similar sized organisation, providing recruitment support to multiple stakeholders or large teams or departments.
- Commitment to or interest in working in the areas of human resources, particularly on human resources administration.
- Commitment to providing an outstanding, customer-focused service.
- Confident and assertive, able to develop effective working relationships externally and internally with employees at all levels within the organisation.
- Excellent organisational skills - able to prioritise a wide range and high volume of activities and use available resources to ensure tasks are completed to deadline.
- Excellent attention to detail e.g., correspondence, dates, and basic calculations.

- Able to communicate clearly and confidentially in via telephone, in person and in writing, e.g., e-mails, correspondence with applicants and employees, able to tailor written style and language appropriately.
- A confident user of recruitment systems, and other computer systems including Outlook, SharePoint, and Microsoft packages.
- A mutually supportive and collaborative team working style.
- Positive attitude towards working in a fast-paced environment
- Commitment to the principles of diversity and inclusion as they relate to employees, and the ability to apply and promote these in practice at work.

The requirements listed here are guidelines, not hard and fast rules. You don't have to satisfy every requirement and we welcome candidates who bring transferable skills. Applying gives you the opportunity to be considered.

Tate for all

Diversity and Inclusion

Our jobs are like our galleries, open to all.

Our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. This is fundamental to Tate's future success and our ability to continue to contribute to culture and society in the UK.

We want our workforce to be more representative of all sections of society at all levels in the organisation. The range of perspectives and experience diversity brings is an asset to our organisation and we want to create an inclusive, welcoming environment for visitors, artists and all those who work at Tate. Tate expects all employees to contribute to this aim as part of their role. More information about diversity and inclusion at Tate can be found on our [website](#).

Our Values

- **Open:** we're welcoming, generous-spirited and inquisitive, with an open-source attitude that thrives on collaboration.
- **Bold:** we have the courage of our convictions, we're willing to take imaginative risks: we aren't afraid of failure - so long as we learn from it.
- **Rigorous:** we'll win people's trust if we're accountable for our actions and excellence underpins everything we do.
- **Kind:** we value and respect each other, our partners, and our visitors, striving to make every encounter memorable and enriching.

Employee Benefits

- Birthdays off each year
- 25 days leave per year, rising to 27 (pro rata for part time colleagues).
- A pension scheme with generous employer contributions.
- Life Assurance and Income Protection for DC scheme members.
- Interest-free Season Ticket Loan.
- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work.

- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation
- Discounts in the Tate Restaurants and Cafes.
- Access to Tate Benefits which offers access to discounts in high street stores.
- Access to a 24/7 Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts on items purchased in the Tate shops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.
- Free access to other galleries and museums abroad through the International Council of Museums (ICOM) membership

Safer Recruitment

Tate is committed to providing a safe environment for all those who work at Tate and all those who come into contact with Tate as visitors to the galleries, as participants in Tate activities, and online. The safe recruitment of all those who undertake work on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All positions at Tate are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 years of your employment or education.
- Health clearance
- A satisfactory Disclosure Check.
- Proof that you are legally entitled to work in the UK

You can find out more information about our pre-employment checks and what they mean for you in our 'Guidance Notes for Applicants' document.

How to apply

Our opportunities are open for you to apply online. Please visit:

www.tate.org.uk/about/workingattate/ to create an account by registering your details or, if you are an existing user, log into your account.

For all opportunities we ask candidates to complete an online application form for the vacancy they are interested in. If you need an application form in an alternative format please call us on 020 7887 4997. Once you have submitted your application you can keep track of its progress by logging into your account.

The closing date for the submission of completed application forms is 8 December 2025 by midnight. Interviews will be held in December 2025.

Where vacancies attract large volumes of applicants, we reserve the right to close this vacancy early. Therefore, if you are interested, please try to submit your application as early as possible.

