



13 Lincoln's Inn Fields
London WC2A 3BP

+44 (0) 20 7405 2107
www.soane.org
Charity No: 313609

Human Resources Manager

4 days a week (28 hours)

Salary: £30,400 (FTE £38,000)

Reports to: Museum Director

Background information

Sir John Soane's Museum was the home of one of England's greatest architects, Sir John Soane (1753–1837), and has been a public museum since the early 19th century. Over his lifetime, Soane built up a remarkable collection of artworks and artefacts, many of which are amongst the most outstanding in the world. The significance of the Museum lies not only in its priceless objects, but equally in how they were arranged by Soane; the house has been restored, as stipulated by Soane, to how it was at the time of his death. The Museum receives an annual grant-in-aid from the Department for Culture, Media and Sport and is one of the UK's national museums. All three of its buildings are Grade I listed, and its whole collection is 'designated' as of pre-eminent national importance.

The Museum employs around 75 people (FTE 45) and 100 volunteers. We are seeking to recruit a manager to provide a full HR service.

This is an exceptional opportunity to work in a small and friendly environment at a busy and challenging time. The ideal candidate will be able to cover the full range of HR activity, have some understanding of the museum sector and an interest in the work of a high-profile National Museum. This is a demanding post requiring an emphatic approach, an attention to detail and the ability to work strategically whilst progressing several tasks in parallel.

Job purpose

Reporting to the Museum Director, provide a quality, proactive, consistent and professional core Human Resources service to the Trustees, Senior Management Team, Managers, staff and volunteers of Sir John Soane's Museum and its wholly-owned trading subsidiary, Soane Museum Enterprises Ltd.

Key responsibilities

Strategic

- Lead the effective development, implementation and management of the Museum's HR Strategy that facilitates the Museum's priorities, and purpose
- Ensure that the Museum's HR Policies are properly and consistently implemented taking into account DCMS priorities and guidance, business needs, best practice, employment and case law
- Ensure that the Museum's HR services deliver the desired quality economically, efficiently and effectively
- Collaborate with HR colleagues across the national museums sector to ensure best practice and effectiveness
- As part of the Inclusion, Diversity, Equality and Access group (IDEA) take a key role in the development and delivery of the Museum's Equality and Diversity Agenda
- Develop and deliver management information tools, systems and data that will inform and add value to management decisions
- Regularly maintain, review, update and communicate all HR strategies, policies and procedures in accordance with the Museum's strategic priorities, best practice and support a culture of continual service improvement and best value
- To communicate all relevant HR information to all staff in an effective and timely manner
- Manage the Museum's staff learning and development plans and performance management to ensure the Museum has the capacity and capability to achieve its Strategy
- Standardise all HR documents including all staff contracts of employment
- Centralise and manage electronic and hard copy filing systems in line with Museum Policies, and with consideration to the Freedom of Information Act
- Promote the profile of the Museum as an organisation that values and invests in its staff. Explore Investors in People or equivalent accreditation

Operational

- First point of contact for support, advice and training to all directors, managers and staff with day-to-day HR issues
- Provide high level expert HR advisory support to SMT on complex issues of discipline, grievance, sickness absence, recruitment, performance management and equality and diversity and tribunals, job evaluations and appeals, occupational health referrals



SIR JOHN
SOANE'S
MUSEUM
LONDON

13 Lincoln's Inn Fields
London WC2A 3BP

+44 (0) 20 7405 2107
www.soane.org
Charity No: 313609

- Manage all administration for recruitment, interviewing and employment, liaising with senior staff as necessary. Provide advice and guidance to recruiting managers.
- Database Administrator for the Cezanne HR database
- Manage processes for starters and leavers including documentation, training, induction, exit interviews
- Manage the performance management process using Cezanne
- Manage recording and monitoring of annual and other leave, sickness absences- follow-up procedures for staff reaching Bradford factor triggers
- With the Finance Manager, manage the efficient operation of the payroll system including the authorisation of overtime, casual staff hours and staff benefits
- Liaise with pension providers.
- Organise and attend the Remuneration Committee, liaising with the Finance Director and Director and taking the minutes
- Manage training course bookings, including administration and the training budget
- Maintain and update the staff organisation chart
- Perform a limited counselling role to ensure that staff work problems are resolved
- Co-ordinate well-being activities e.g. blood donations, flu jabs
- Complete statistical returns on HR areas and provide relevant information for inclusion in management reports to support external reporting
- Represent the Museum on the National Museums and DCMS HR Forums and other external groups and bodies and build good relationships with key external stakeholders
- To participate in Museum events from time to time. These may include events such Patrons' events and private views which usually take place weekday evenings at the Museum

Person Specification and Skills

(E=Essential Criteria, D = Desirable Criteria)

- Professional qualification (Chartered Institute of Personnel and Development CIPD) or equivalent (E)
- Relevant and current HR knowledge (E)
- A successful track record of relevant HR experience (E)
- Excellent spoken and written communication skills; ability to employ discretion, diplomacy and firmness appropriately. Ability to communicate at all levels (E)
- Excellent organisational skills including owning objectives, plans and monitoring progress, with ability to manage time and workloads to achieve agreed outcomes (E)
- Experience of accurately drafting and amending formal documents and taking minutes (E)
- Excellent IT skills in using Word, Outlook, Excel and PowerPoint (E)
- Excellent Interpersonal, influencing, negotiation and presentational skills (E)
- Excellent time-management skills (E)

- Experience of HR database management (E)
- Experience of developing and maintaining efficient paper and electronic filing systems (E)
- Ability to thrive in a busy environment, prioritising a changeable and unpredictable workload on a daily basis and handling a number of tasks simultaneously with speed and precision (E)
- Flexible and adaptable outlook; receptiveness to new working practices (E)
- A team player with an enthusiastic "can do" attitude (E)
- A self-starter willing to act on own initiative (E)
- Ability to recognise sensitive or political issues and act accordingly with appropriate confidentiality (E)
- Commitment to continuous professional development and learning (E)
- Innovative, customer focused approach to developing and modernising HR Policy and practice (E)
- Strong business acumen, analytical skills (D)
- Experience of delivering strategic business planning (D)
- Experience of delivering organisational change programmes (D)
- Experience of staff management (D)
- Willingness to take a hands-on approach, multi-task and an ability to make decisions. The Museum has only a small staff covering a multitude of disciplines working closely together in a cooperative environment (E)
- An empathy with the SJSM vision and an interest in the arts, architecture and Museums (E)

Pay and Benefits

This is a permanent 4 day a week post (28 hours per week) at £30.400 p.a. (FTE £38.000 p.a.)

21 days annual leave (pro-rata of 26.5 days) plus and pro-rata Bank and public holidays

Membership of Principal Civil Service Pension Scheme which is an excellent defined benefits scheme.

We have a hybrid working policy which allows for working 1 day a week at home after the completion of the 6 month probation period.

Our policy allowing flexible start and finish times means that staff can choose to start work between 8.00am and 10.00 am in the morning and finish correspondingly between 4.00pm and 6.00pm.

Our Annual Report can be found in the 'Governance and Management' section of our website www.soane.org.uk



13 Lincoln's Inn Fields
London WC2A 3BP

+44 (0) 20 7405 2107
www.soane.org
Charity No: 313609

Applications:

The deadline for applications is 9.00 am on 3 July 2024.

Interviews will be held on 17 July 2024 in the Museum.

Please apply by sending a covering letter describing how you meet the criteria for this post with your CV and the names and email addresses of two referees to recruitment@soane.org.uk

The Museum is an Equal Opportunities Employer committed to equality, diversity and inclusion and welcomes applicants from all backgrounds.