

LIVERPOOL PHILHARMONIC

PHILHARMONIC HALL

# HR and Executive Assistant

Candidate Information  
May 2023

# What is Liverpool Philharmonic?

## **Liverpool Philharmonic enhances and transforms lives through music.**

At the heart of our work is the critically-acclaimed Royal Liverpool Philharmonic Orchestra (the UK's oldest) and Choir; an extensive programme of participatory work with young people and others across our community; and presentation of almost 400 concerts and events each year at our home, Liverpool Philharmonic Hall.

## **Liverpool Philharmonic is rooted in our city.**

We are central to Liverpool's cultural offering, being the largest music organisation and one of the largest cultural organisations in the city, employing over 240 people. As well as our work in Liverpool our Orchestra represent the city with performances and broadcasts across the UK and around the world.

The city's young people are a central focus of our work. Our In Harmony programme provides an intensive, daily music-making programme for over 1500 children in Everton and Anfield, North Liverpool, and we run more than 5,000 workshops and events in community settings for all ages across the City. The Liverpool Philharmonic Youth Company provides a range of opportunities for music making for young people, including the Liverpool Philharmonic Youth Orchestra, Liverpool Philharmonic Youth Choir, Children's Choirs, and Rushworth Young Composers programme. We work in partnership with the Mersey Care NHS Foundation Trust delivering programmes which support people in the Liverpool city region living with a range of mental health needs.

## **Liverpool Philharmonic is committed to diversity and inclusion.**

We work hard to reach right across our community through our learning work, and concert programme.

We attract world class artists to perform at Liverpool Philharmonic Hall and our small venue, Music Room, with a diverse programme of performances ranging from classical, contemporary, rock, pop, folk, roots, and jazz to comedy, film and spoken word. We work with many organisations and cultural partners in the City to ensure that the artists and performances we put on stage, and the audiences we attract truly represent our community.

And we are working hard to ensure that our workforce is a diverse as possible.

Liverpool Philharmonic reaches more people than any music organisation outside London.

**Over 350,000 people attend Liverpool Philharmonic concerts each year.**

**73,000 young people participate in our Youth Company and associated ensembles, attend concerts or take part in our In Harmony programme.**

**Around 900,000 people in 92 countries listen to our recordings each month on Spotify, more than any UK orchestra outside London.**

**Over 12,000 people have benefitted from our music and mental health programme over the last 13 years.**

# What is the role?

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- **Title:** HR and Executive Assistant
- **Department:** Chief Executive's Office
- **Location:** The normal place of work is Liverpool Philharmonic Hall or any reasonable location dependent upon the requirements of the post.
- **Responsible to:** Chief Executive
- **Contract:** Full time, permanent

## Principal Role

- Support and contribute to planning and delivery of Strategic Plan, and Operational Plans, and of Inclusivity and Relevance Plan
- Deliver high quality and customer focused Human Resources services
- Act as point of contact to key external funders ensuring delivery of all funding processes and requirements
- Manage the administration of the Board and the Chief Executive's office

# Key Responsibilities

## STRATEGY AND POLICY

### Strategic and Operational Plans

- Project manage and support the Chief Executive in the development of the Strategic Plan and annual Operational Plan and in monitoring delivery against the plans

### Inclusivity and Relevance

- Support the development delivery and monitoring of the Inclusivity and Relevance Plan, including working with the identified Plan lead officer and Board champion, and administering and acting as a member of the Inclusivity and Relevance Steering Group
- Act as Inclusivity and Relevance lead for HR, including ensuring maintenance and reporting of diversity and equalities data and sourcing and arranging appropriate training as agreed

## **Research and data**

- Undertake specific projects to provide information in support of Liverpool Philharmonic's work, such as diversity data, activity data etc.

## **HUMAN RESOURCES**

- Act as an initial point of contact for HR, providing advice on all HR related enquiries including policy, procedure, contractual or pay related queries, escalating to the HR Manager as appropriate
- Ensure that data within the HR system is accurately maintained and updated, including all new starters, leavers, sickness and absence, payroll data, training records, contractual changes, staff benefits and personal file information.
- Use the HR system to provide management reporting information as required.
- Provide support and training to HR system database users. Work with the HR Manager to continuously improve systems and processes to ensure efficiency and compliance
- Generate contracts of employment and contract change letters in line with policy and process
- Work with managers to provide advice and support throughout the recruitment life cycle including the design and placement of advert and co-ordinating interview arrangements.
- Organise Management Development training, including sending invites to delegates, co-ordinating room bookings and participating in training delivery and design
- Produce and analyse HR data on a monthly basis, including data relating to: inclusivity and relevance, turnover, sickness absence, recruitment and selection, probation, learning and development and employee relations
- Manage the development and maintenance of the annual learning and development plan including oversight of budget allocations, arranging of training and training providers, and evaluating learning and development activities
- Support the HR Manager in the development and document control of template letters, the policy framework and associated documentation, ensuring consistency of approach
- Provide administrative support to the HR function across all areas of the employment life-cycle, including, recruitment and selection, induction, probation, absence management, performance management, employee relations and leaver processes, liaising with Payroll as appropriate
- Administer long service benefits ensuring qualifying staff are identified and their additional benefits and leave allocated

## **EXTERNAL RELATIONS**

### **Funder relationships**

- Act as point of contact with Arts Council England and Liverpool City Council in relation to funding agreements
- Manage the process of preparing Arts Council England National Portfolio Organisation and Liverpool City Council CAIP bids for funding, ensuring delivery of all necessary material within agreed timescales
- Ensure organisational compliance with funding conditions of Arts Council England and Liverpool City Council grant aid, including provision of information and data as required to meet payment deadlines

## **GOVERNANCE AND ADMINISTRATION**

### **Board Management**

- Assist the Chief Executive in the preparation of minutes, agendas and papers for the Board and its Sub-Committees
- Manage the central co-ordination of communications with the Chair and Board members of the Society
- Maintain files for the Board, key committees and internal management teams. To make all necessary arrangements for meetings, and other events as directed by the Chief Executive
- Oversee recruitment processes and appointments for the Board
- Manage arrangements for the Annual General Meeting.

### **Executive management**

- Service the Executive team, Leadership Team and other meetings as required, including co-ordination and the preparation of minutes, agendas and papers
- Manage the organisation and files of the Chief Executive's office
- Provide administrative support to the Chief Executive including diary management, meeting arrangements and organisation and correspondence as necessary
- Arrange and organise the programme of quarterly internal Company meetings

### **Communication**

- Administer internal communication on behalf of the Board, Chief Executive and Executive Team
- Deal with external telephone calls, visitors and correspondence

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In addition, the post-holder may be required to undertake other reasonable duties commensurate with their status and abilities and depending upon the requirement of Liverpool Philharmonic.

# Person Specification

The successful candidate is likely to be able to demonstrate the following:

Criteria	Essential	Desirable
<b>Knowledge / Experience</b>		
Demonstrable experience providing high quality support to Board directors and senior management in the private, public or voluntary sector		<b>X</b>
Secretarial and office administration and experience		<b>X</b>
Experience of working in a HR team		<b>X</b>
Enthusiasm for music and the arts		<b>X</b>
<b>Skills / Abilities</b>		
Familiarity with Outlook, Word, Excel, PowerPoint and network or PC based database and communications software	<b>X</b>	
Proficient in both written and oral communication	<b>X</b>	
Ability to organise and prioritise administrative tasks	<b>X</b>	
Ability to remain calm particularly when working to demanding deadlines	<b>X</b>	
Ability to act with discretion, diplomacy and tact in complex organisational and political contexts are essential	<b>X</b>	
Commitment to providing the best possible standards of customer service	<b>X</b>	
Awareness of equal opportunity and diversity principles within the context of the role	<b>X</b>	
Ability to work as part of a team	<b>X</b>	
Willingness to work towards the Chartered Institute of Personnel and Development (CIPD) qualification framework and membership		<b>X</b>

# Key Information

- **Salary:** £24,960
- **Employment type:** Full-time (35 hours per week) / permanent position  
There will be an occasional requirement to work evenings and weekends.
- **Holidays:** 26 days per year (pro rata for the first year of employment)
- **Pension:** Access to a Group Pension scheme whereby employees are auto enrolled and can enjoy employer contributions.
- **Period of Notice:** 2 months
- **Place of Work:** The normal place of work is Liverpool Philharmonic Hall or any reasonable location dependent upon the requirements of the post.

## What benefits are offered?

### Health Cash Plan

Following two years' service you will have access to a health cash plan with an award winning supplier. This provides cash back towards everyday healthcare bills and a range of other wellbeing benefits.

### Training and Development

We offer a dedicated training and development fund to support the growth and progression of our employees.

### Rail and bus services

Access to the Mersey travel Season Ticket enabling the cost of annual season ticket to be spread over a period of 12 months and discounted monthly travel on Arriva bus services. Length of service awards Employees are provided with additional time off and cash incentives at various long service milestones.

### Complimentary staff tickets

Complimentary staff tickets are available and employees are encouraged to attend events.



# How to Apply

**You are required to complete our Equal Opportunities Monitoring Survey. Please [click here](#) to complete this.**

**Please [click here](#) to submit your application.**

You will be required to input your personal details and then asked to attach documents.

Please submit the following information together in **one** document:

- a CV which doesn't include any personal details such as your name, date of birth, gender, address or phone number.
- A maximum of 500 words detailing how you meet the requirements of the job (that does not include any personal details such as your name, date of birth, gender, address or phone number).

If you require any support with this process, please contact [recruitment@liverpoolphil.com](mailto:recruitment@liverpoolphil.com)

Applications are due by **5pm on Monday 29<sup>th</sup> May 2023** No applications will be accepted after this time.

All applicants must have the right to work in the UK.

## Interviews

Short-listed candidates will be invited to attend an interview at Liverpool Philharmonic Hall, Hope Street L1 9BP

## Equal Opportunities Statement

Liverpool Philharmonic is committed to striving to represent modern Britain in all its diversity. Liverpool Philharmonic is committed to equality of opportunity and welcomes applications from all suitably qualified candidates, irrespective of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex or sexual orientation. In seeking to be representative of the Liverpool city region, applications from members of minority ethnic groups are particularly welcome as they are currently underrepresented within the creative industry. The appointment will be made on merit with independent assessment, openness and transparency of process.



# LIVERPOOL PHILHARMONIC

Royal Liverpool Philharmonic  
Liverpool Philharmonic Hall  
Hope Street  
Liverpool L1 9BP

Box Office: 0151 709 3789

The work of Liverpool Philharmonic is supported by:



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City Council

Culture  
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