

JOB DESCRIPTION

JOB TITLE	HR Officer (Maternity Cover)
TYPE OF CONTRACT	Full-time, fixed term, 8 months from mid October 2021 – until June 2022
RESPONSIBLE TO	HR Manager
GROSS ANNUAL SALARY	Up to £25,000
HOURS OF WORK	35 hours per week (9.30am – 5.30pm); this includes an hour unpaid towards lunch
KEY WORKING RELATIONSHIPS	HR Manager, HR Officer, hiring managers and staff across the Academy
INTERNAL	
EXTERNAL	DBS agency, recruitment consultants, training providers, advertising agency and any other appropriate media
HOLIDAY ENTITLEMENT	28 days per year plus bank holidays; (This is inclusive of any days when LAMDA may be closed i.e. Christmas closure)
(1) PENSION	After 3 months of continuous service you will be automatically enrolled into our qualifying workplace pension scheme with AVIVA. LAMDA will make an additional contribution in accordance with auto-enrolment regulations
(2) CHILDCARE BENEFIT SCHEME	LAMDA offers childcare vouchers as part of a salary sacrifice scheme. This benefit will enable employees to make significant savings on their tax and national insurance contribution
(3) EMPLOYEE ASSISTANCE PROGRAMME	LAMDA offers an employee wellbeing service which is confidential and easy to access. This service is available to staff 24 hours a day, 7 days a week

JOB PURPOSE

- To support the HR Manager in the delivery of end-to-end recruitment cost efficiently for the Academy.
- To work closely with the HR Manager in developing and delivering high quality induction programme for all new starters.
- To work closely with the HR Officer to aid with onboarding of new starters

DUTIES AND RESPONSIBILITIES

- To develop job descriptions in consultation with respective hiring managers advising them of appropriate media and draft adverts
- To carry out DBS checks for LAMDA Examiners, fixed term teachers and new starters
- To assist with onboarding of new starters such as undertaking reference checks and to verify eligibility status to live and work in the UK
- To be responsible for the delivery of HR induction in a timely manner to all new starters
- To revise the staff handbook, policies, and procedures in consultation with the HR Manager and in accordance with the legislative requirements periodically and to ensure that these are published on the shared drive
- To conduct exit interviews and produce quarterly reporting re. reasons for leaving, etc
- To type up confidential meeting meetings
- To assist the HR Manager in administering the employee satisfaction survey each year
- Any other duties as directed by the HR Manager

This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management.

The successful applicant will be required to go through a DBS 'Enhanced Disclosure' check. Expenses will be met by the Academy.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
SKILLS / ABILITIES	<ul style="list-style-type: none"> - Excellent verbal and written communication -Excellent interpersonal skills - High attention to detail -Ability to work independently and without constant supervision -Excellent customer skills 		-Application/ Interview
KNOWLEDGE	- Good working knowledge of HR processes and procedures	-Understanding of charity/Higher Education	-Application / Interview
QUALIFICATIONS	-Minimum 'A level' standard	-Working towards CIPD	-Certificates
EXPERIENCE	- Considerable experience in a similar role	-Previous working experience in a charity/Higher Education	-Application / Interview
QUALITIES	<ul style="list-style-type: none"> - Diligent and determined - Act on own initiative - Enthusiastic and self-motivated -Tactful, discreet, diplomatic and approachable 		-Application / Interview

ABOUT LAMDA

LAMDA is a leader in performing arts training and strives for excellence in every facet of our organisation. Following the completion of our new facilities in west London, the Academy welcomed Sarah Frankcom as Director and is now fully registered as an independent HEP (Higher Education Provider). These changes are exciting and critical to the long-term sustainability of LAMDA, bringing with them our ambitions to be an even more accessible LAMDA, representing people from all corners of the UK and beyond in recruiting and training the most creative and innovative theatre makers.

Founded in 1861, LAMDA (London Academy of Music & Dramatic Art) is a world-leading conservatoire offering exceptional vocational training to actors, stage managers, technicians and directors. In addition to six validated degree programmes, LAMDA offers a Foundation Diploma and a number of validated semester and summer short courses.

In July 2018, LAMDA joined the register of Higher Education Providers, a key step towards achieving degree awarding powers. LAMDA will now operate independently from the Conservatoire of Dance and Drama, receiving funding directly from the Office for Students.

The work of the Academy is complemented by that of LAMDA Examinations, through which LAMDA offers a drama and communications-based syllabus leading to accredited and non-accredited awards in the UK and overseas.

In 2017, LAMDA moved into its new £28.2m centre for world-leading drama training. LAMDA's new home features ten large training and rehearsal studios, three theatres - the 200 seat Sainsbury Theatre, 120-seat the Carne Studio Theatre and the Linbury Studio, and a fully equipped digital and audio suite. In January 2018, LAMDA alumni Benedict Cumberbatch was appointed the Academy's President, and in February 2019, Sarah Frankcom was appointed LAMDA's new Director.

LAMDA Alumni include Nikki Amuka-Bird, Patricia Hodge, Janet Suzman, Chiwetel Ejiofor, Jeremy Irvine, Rory Kinnear, Harriet Walter, Rose Leslie, Paterson Joseph, David Oyelowo, Katherine Parkinson, Toby Stephens, David Suchet, Sam Claflin, Leah Harvey, and Ruth Wilson, among many others.