

# LAMDA

## JOB DESCRIPTION

<b>JOB TITLE</b>	People and Culture Partner
<b>DEPARTMENT</b>	People and Culture
<b>TYPE OF CONTRACT</b>	Permanent, Full-time
<b>RESPONSIBLE TO</b>	Director of People and Culture
<b>RESPONSIBLE FOR</b>	People and Culture administrative assistant (Part-time)
<b>GRADE AND SALARY</b>	<p>Grade 6</p> <p>£ 46,844 - £51,190</p> <p>Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range</p>
<b>HOURS OF WORK</b>	35 hours per week; Monday to Friday (9.30am – 5.30pm)
<b>KEY WORKING RELATIONSHIPS</b> <b>INTERNAL</b>	Employees, area leaders, Senior Managers. Finance, Marketing areas. People and Culture Talent and Systems Manager.
<b>EXTERNAL</b>	HR professional and sector networks
<b>PROBATIONARY PERIOD</b>	Your employment will be subject to a probationary period of 6 months
<b>BENEFITS</b>	
<b>(1) HOLIDAY ENTITLEMENT</b>	<p>Generous annual leave of 28 days plus Bank holidays</p> <p>(This is inclusive of any days when LAMDA may be closed i.e. towards Christmas closure)</p>
<b>(2) PENSION</b>	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

<b>(3) MATERNITY, PATERNITY AND ADOPTION PAY</b>	Enhanced maternity, paternity and adoption pay will be made for eligible employees
<b>(4) GP 24</b>	You have access to remote, private GP services 24/7, 365 days a year. GP 24 is supported by highly experienced and knowledgeable doctors
<b>(5) EMPLOYEE ASSISTANCE PROGRAMME (EAP)</b>	EAP is a confidential employee benefit designed to help you deal with personal and professional problems that could be affecting your home life or work life, health and general wellbeing. EAP service provides a complete support network that offers expert advice and compassionate guidance 24/7, covering a wide range of issues
<b>(6) CYCLE TO WORK SCHEME</b>	LAMDA offers a salary sacrifice cycle to work scheme
<b>(7) EYE TESTS</b>	Sight test costs is reimbursed to employees who require VDU use
<b>(8) HYBRID WORKING</b>	Hybrid working may be offered for some non-student facing roles. Where hybrid working is deemed possible there is a minimum expectation of at least 40% of your time in the office and 60% of your time to be worked from home.
<b>(9) GROUP LIFE ASSURANCE</b>	After six months of continuous service and on successful completion of the probationary period you will become eligible to death-in-service benefit where the nominated beneficiary could receive approximately 4 x annual salary payment if death occurs whilst in Service
<b>(10) SEASON TICKET LOAN</b>	LAMDA offers an interest free loan for the purchase of an annual season ticket

## **JOB PURPOSE**

The role of People and Culture Partner is operationally critical to supporting the delivery of LAMDA's 2030 strategy. The purpose of the role will be to work with the Director of People and Culture to develop and transform LAMDA's People function. Working to develop and modernise HR processes and support the organisation on this journey and culture shift from transactional service to a truly people partnering function that looks to develop relationships, support, coach and guide leaders to empower a people and culture shift.

The role will provide core professional knowledge and skills in core underpinning areas of human resource management, specifically in the field of employee relations and policy development. You will work closely with the Talent and Systems Manager collaborating to develop the tools and resources that will enable leaders and SMT to strategically drive progress and monitor performance across LAMDA's workforce.

In addition, you will work with area leaders to develop and shape innovative ways of thinking to support and grow a diverse workforce and foster an inclusive workplace culture. This will take the form of developing and delivering strategic projects and initiatives that look to engage colleagues across the whole organisation, on topics such as workforce training, development, wellbeing and benefits.

## **DUTIES AND RESPONSIBILITIES**

- Lead and coordinate the management of employee relations cases, including absence management, investigations, grievances, disciplinaries and appeals.
- Liaise and maintain relations with external professionals Occupational Health, Access to Work and legal professionals in the course of case management.
- Work in conjunction with the Director of People and Culture on complex ER cases to ensure consistent application of company policies and employment law.
- Provide coaching and guidance to leaders to foster a transparent workplace culture that is open, supportive and fair which leads to an understanding of expected standards of performance to meet organisational needs.
- Act as a trusted advisor, delivering clear, confident guidance that is in line with legislation and company policies
- Maintain HR policies and procedures to ensure compliance with UK employment law alongside the Director of People and Culture.
- Identify any themes from cases to support proactive interventions and continuous improvement, especially in relation to leadership development and training support needs.
- Undertake job evaluation activities and support payroll with their enquiries.
- Undertake assigned organisational wide people projects that support LAMDA's strategic advancement in the areas of training, development, wellbeing, engagement and inclusion, etc.

## **Operations & Ways of Working**

- Identify HR process improvements and implement best practice to improve efficiency.
- Work collaboratively with the wider People and Culture team to standardise and embed HR processes through systems and technology.
- Communicate, promote, brief and train line managers and employees in relation to process and policy developments, changes and benefits.
- Design, produce and present accurate HR data and reports, that provide people insights to support committee and senior management decision-making.

***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 'Disclosure' check. Expenses will be met by the Academy.***

## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>QUALIFICATIONS</b>	CIPD qualification (Level 5 or above) or proven record of equivalent professional practice.	Coaching, Teaching, OD	Certificates, CV
<b>SKILLS/ ABILITIES</b>	Professional with sound boundaries of confidentiality  Exercise professional judgement  Strong written and verbal skills  Investigation skills, report writing and presentation of findings.  Consultation activities  Influencing	Training and development	CV/ Cover Letter/ Interview
<b>KNOWLEDGE</b>	Strong knowledge of employment law  Role or job evaluation activities  Occupational Health	Equality Act (2010)  Equal Pay	CV/ Cover Letter/ Interview
<b>EXPERIENCE</b>	HR operational management  Line management or supervision  Experience of confidently navigating complex and sensitive situations  Using and producing people data and metric reports  HR policy writing and development	Higher education environment  Tribunal experience  Working with Legal professionals and advisors	CV/ Cover Letter/ Interview

<b>PERSONAL QUALITIES</b>	<p>Problem solving skills, analytical thinking</p> <p>Tenacious</p> <p>Collaborative whilst being and to drive and influence progress.</p> <p>Planning and organisational skills</p>		CV/ Cover Letter/ Interview
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## ABOUT LAMDA

As the oldest drama school in the UK, founded in 1861 as the London Academy of Music and Dramatic Art, LAMDA is a world-leading conservatoire based in the heart of London, offering exceptional vocational training to actors, stage managers, technicians, directors and designers, regardless of their background or socio-economic circumstances. In 1965, LAMDA became the first drama school to introduce technical training and quickly became a prototype for other institutions branching into this area.

LAMDA is also an Ofqual-registered awarding body, offering world renowned qualifications in communication and performance and inspiring the next generation of confident communicators through qualifications in performance and communication.

LAMDA has been registered with the Office for Students as a stand-alone Higher Education Provider since 2019, and was granted full degree awarding powers in 2021. We believe drama has the power to transform lives. Our students graduate as authentic, confident and independent artists or technicians, capable of shaping their own careers.

At the heart of LAMDA's approach is a commitment to the ensemble, stressing the importance of collaboration to achieve excellence. LAMDA nurtures every student's unique talents to give them the tools they need to become independent, creative artists and technicians, along with all the help and guidance they need to transition and make their mark within the creative and performing arts industry. Alongside this, LAMDA is committed to ensuring that its training is accessible to all. LAMDA has several substantial measures in place to widen access to Higher Education and is committed to the creation of pathways to our training for those from the Global Majority, those from low socio-economic backgrounds and care leavers.

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.

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.