



JOB DESCRIPTION

JOB TITLE	People & Culture Talent and Systems Manager
DEPARTMENT	People & Culture
TYPE OF CONTRACT	Permanent, Full-time
RESPONSIBLE TO	Director of People & Culture
RESPONSIBLE FOR	People & Culture assistant
GRADE AND SALARY	<p>Grade 5</p> <p>£40,409 - £45,481</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>
HOURS OF WORK	35 hours per week; Monday to Friday core to be agreed but generally fall with (9.30am – 5.30pm)
KEY WORKING RELATIONSHIPS	Recruiting Line Managers, Employee Engagement and Inclusion Networks, Finance, and Senior Leaders.
INTERNAL	
EXTERNAL	HR professional and sector networks
PROBATIONARY PERIOD	Your employment will be subject to a probationary period of 6 months
BENEFITS	
(1) HOLIDAY ENTITLEMENT	<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>
(2) 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

(3) MATERNITY, PATERNITY AND ADOPTION PAY	Enhanced maternity, paternity and adoption pay will be made for eligible employees
(4) GP 24	You have access to remote, private GP services 24/7, 365 days a year. GP 24 is supported by highly experienced and knowledgeable doctors
(5) EMPLOYEE ASSISTANCE PROGRAMME (EAP)	EAP is a confidential employee benefit designed to support employees with life challenges that could be affecting home or work life, health and general wellbeing. EAP service provides a complete support network that offers expert advice and compassionate guidance 24/7, 365 days a year covering a wide range of issues.
(6) CYCLE TO WORK SCHEME	LAMDA offers a salary sacrifice cycle to work scheme
(7) EYE TESTS	Sight test costs is reimbursed to employees who require VDU use
(8) HYBRID WORKING	Hybrid working may be offered for some non-student facing roles. We expect a norm of 40% of your time in the office and 60% of your time to be worked from home
(9) GROUP LIFE ASSURANCE	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
(10) SEASON TICKET LOAN	LAMDA offers an interest free loan for the purchase of an annual season ticket

JOB PURPOSE

The role of People and Culture Talent and Systems Manager is 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 approach to how the organisation attracts the broadest range of skills, creative and innovative talent. We need and want a workforce that is diverse in every way and reflective of our truly global and amazingly creative students.

The purpose of the role is to use existing technology within the department to modernise and transform operational practices, that enable and support the candidate experience through to employee life cycle journey. Developing data and reports that support the business to strategically drive progress and performance.

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.

DUTIES AND RESPONSIBILITIES

Key Responsibilities

Talent Strategy and Workforce Development

- Partner with the Director of People and Culture to transform LAMDA's approach to recruitment, ensuring alignment with the 2030 strategy and organisational values.
- Lead the development and implementation of innovative talent attraction strategies and ensure a diverse pipeline of creative, skilled and globally representative candidates.
- Collaborate with area leaders and champion inclusive recruitment practices that remove barriers, enhance equity, and reflect the diversity of LAMDA's student community.

Systems, Technology and Process Transformation

- Optimise the use of existing HR technology and systems to modernise operational practices across the full employee lifecycle, from candidate experience to onboarding. Whilst working in partnership and across the People and Culture Team to support other strategic areas such as workforce performance and progression.
- Lead the design and implementation of streamlined, user-centred processes that improve efficiency, accuracy and accessibility for candidates, employees and managers.
- Oversee the development and maintenance of high-quality data within HR systems, ensuring compliance, integrity and effective governance.

Data, Reporting and Insight

- Develop and deliver insightful data, reports and analytics that support strategic decision-making across the organisation.
- Monitor workforce trends, recruitment performance and engagement indicators, providing analysis and recommendations to drive progress against organisational goals.
- Support forecasting and workforce planning by producing accurate, timely and actionable data insights.

Inclusive Culture and Organisational Engagement

- Design and deliver strategic projects that foster an inclusive, collaborative and high-performing workplace culture.

- Partner with leaders and colleagues across LAMDA to embed inclusive practices, strengthen belonging, and support the growth of a diverse workforce.
- Design, develop and implement communication and engagement initiatives that promote People and Culture programmes, ensuring messaging is clear, accessible and aligned with organisational values.

Stakeholder Collaboration and Leadership

- Build strong, trusted relationships with internal and external stakeholders, including hiring managers, senior leaders, partners and sector networks.
- Provide guidance on talent, systems and workforce development matters, supporting leaders and embedding best practice across the organisation.
- Represent the People and Culture Directorate at meetings, working groups and cross-organisational initiatives as required.

Continuous Improvement and Team Working

- Work to identify opportunities for innovation and improvement across People and Culture operations, championing a team culture of learning, experimentation and continuous development.
- Lead the delivery of identified strategic People and Culture projects, ensuring clear objectives, effective planning, and measurable outcomes.

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
QUALIFICATIONS	Degree or equivalent vocational training in the field of HR, EDI or allied professional people disciplines	Project management qualification	Certificates
SKILLS/ ABILITIES	<p>Strong literacy and numeracy skills with high attention to detail.</p> <p>Highly organised, with strong planning skills.</p> <p>Researching, data gathering and analysing to inform strategy, policy and practice.</p> <p>Design, development and production of internal data.</p> <p>Report writing, and presentation of internal committees papers.</p> <p>Competent Microsoft Office, Word, Excel and PowerPoint.</p>	Marketing and Promotion	CV/ Cover Letter/ Interview exercise
KNOWLEDGE	Best practice in recruitment and equality law.		CV/ Cover Letter/ Interview
EXPERIENCE	<p>Proven experience working within a busy HR function.</p> <p>Providing advice and guidance to employees and managers.</p> <p>Working with systems e.g. CRM systems, recruitment portals, HRIS systems.</p> <p>HE and industry Equality Charters and frameworks.</p> <p>Cross team, and organisational project working and project management.</p> <p>Developing and delivering communications campaigns and engagement initiatives.</p>	HR in Higher Education	CV/ Cover Letter/ Interview

PERSONAL QUALITIES	Determined and diligent Exercises good judgement Enthusiastic and self-motivated Tactful, diplomatic and approachable. Team collaborator, inspires and supports others to grow and learn. Ability to pivot, and prioritise when multi-tasking projects and pieces of work.		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.