



opera north

**Senior HR Advisor
(Maternity cover)**

Main Purpose Of The Role

People make Opera North great. Our HR team is all about nurturing talent, and we foster a culture of doing the right things in the right way. We're not the rule book; we're more like the backup squad for tackling challenges and celebrating success. We are currently looking for experienced Senior HR Advisor to join our team.

This is a fantastic opportunity to join our People team in this key role, where you will support the Director of People in the delivery of a comprehensive, professional and customer-focused HR service. You will be supported by our HR Assistant.

So, what's the opportunity?

- We're looking for a Senior HR Advisor to join our dedicated People Team. This is a great opportunity to support colleagues and leaders across our diverse group, balancing supporting front of house colleagues and our office-based functions.
- You'll ensure you give clear and expert advice and guidance in line with our HR practices and procedures. You'll be managing a wide variety of people issues, such as performance and absence management, disciplinary and grievance and appropriately challenging and investigating cases.
- You will report into the Director of People. We're a busy team, so you need to be prepared to hit the ground running (but not literally!) You will support and coach line managers within our Company, helping them to resolve ER issues within their teams by providing pragmatic, commercial, legally compliant HR advice and guidance.



Your role will include:

- CIPD qualified to level 5.
- Able to work on your own initiative and as part of a wider team to deliver high quality generalist HR service.
- Model a reflective and principled approach to HR that is underpinned by expert knowledge and an awareness of current and emerging trends and challenges.
- Providing advice and guidance across the full spectrum of ER issues, particularly discipline, grievance, capability/performance management and sickness.
- Escalating complex, risky or sensitive cases to appropriate colleagues
- Be innovative and proactive in-service design and delivery, making customer service and employee experience a top priority.
- You'll need to be prepared to quickly get to grips with our Policies and Procedures to help you give sound advice and guidance to your stakeholders.
- You'll have a demonstrable working knowledge of employment law.
- You'll be confident in delivering OD change and resolving complex ER issues.
- Experience of working in a unionised environment
- The ability to build and maintain credible professional relationships.
- Able to plan and prioritise a demanding workload in a fast-paced environment, including multi-case management and project work.
- Have experience with HRIS systems (implementation and ongoing management)
- Using data to identify trends and issues within the organisation.
- Possess excellent project management skills.
- Familiar with change management practices and taking people with you on the change journey.
- First point of contact for queries and advice on all HR matters, providing coaching and mentorship to the HR Assistant
- Ensuring HR policies and procedures are being followed and give practical support in implementation.
- Coaching and advising managers on HR policies and procedures
- Provide support on Employee Relations cases including disciplinaries, grievances, absence management, capability, and performance etc.
- Drafting and issuing offer letters, contracts etc
- Supporting processes such as maternity, paternity, family friendly etc
- Coordinating and supporting recruitment processes, writing job adverts, job descriptions, and supporting with interviews
- Excellent written and verbal communication styles
- Other HR duties as required.

Skills and experience required to be our Senior HR Adviser:

- CIPD qualification, or a degree level qualification in either HR, a business-related subject, management, or a legal qualification.
- HR experience having had exposure to complex ER issues or CIPD or equivalent qualification.
- Excellent project management skills
- Exposure to developing, maintaining, and streamlining HRIS systems, HR practice and process.
- Experience in the application of company HR policy and procedures.
- Sound knowledge of employment legislation.
- Ability to organise and prioritise caseload within a fast-paced environment.
- Demonstrates a calm and professional approach to sensitive people issues.

You will be:

- Enthusiastic, positive, and innovative
- A proven, knowledgeable leader with a track record of delivering high quality HR advice and generalist support.
- Collaborative and a genuine team player
- Someone who will support Opera North's shared mission and values.



Terms and Conditions

Contract Type

Full-time, Fixed Term (Maternity Cover - 12 Months)

Reports to:

Director of People

Hours of work:

35 hours per week, primarily 9.00am - 5.00pm

Salary

£30 – 35K Pro Rata Per Annum

Normal place of work:

Howard Opera Centre, 8 Harrison Street, Leeds with some work able to be undertaken remotely from home.

Holiday Entitlement

25 days annually in addition to normal public and bank holidays.

Company Pension

Opera North will automatically enrol you into the company pension scheme upon appointment and after 3 months' service will contribute equivalent to 5.5% of your basic pay, should you meet the current legislative criteria. You will be required to make a personal contribution of 2.5% of your basic pay. We reserve the right to make future changes to our pension arrangements.

Other Benefits

- Ticket discounts or complimentary tickets to Opera North productions, concerts and events
- Salary sacrifice schemes, high street discounts and travel card schemes
- Access to an Employee Assistance Programme
- Trafalgar street car park – all day parking reduced to £5

Equity, Diversity and Inclusion

We promote equity, diversity and inclusion in our workplace and make recruitment decisions by matching our needs with the skills and experience of the candidate. As we work to address underrepresentation in our workforce, we are particularly keen to hear from applicants from minority ethnic backgrounds or those with other protected characteristics.

The successful candidate must have the right to work in the UK or be ready to obtain it.

General responsibilities of everyone who works for us:

- Represent the company values and purpose to create extraordinary experiences everyday
- Work collaboratively and co-operatively with all team members and take an active part in team meetings and discussions
- Be an ambassador for Opera North and follow our policies and procedures
- Play your part in ensuring that everyone who comes through our door is welcomed and treated with respect

How to Apply

To apply for this role, please send a CV and covering letter via the Hireful website.

If you need any help completing your application, including any adjustments to the application process, and if you are applying under the Disability Confident Committed scheme please contact appointments@operanorth.co.uk to make us aware.

WE ARE NOT USING AGENCIES TO FILL THIS POSITION - NO AGENCIES PLEASE.

Good luck with your application and we look forward to hearing from you.



Our Purpose

Opera North's purpose is to create extraordinary experiences every day, using music and opera to entertain, engage, challenge and inspire.

Our People

Working at Opera North you will be part of a company and group of people committed to fulfilling this purpose. Whatever role you take we will provide you with an induction plan that introduces you to your job and the team you'll be working in, as well as giving you the opportunity to meet colleagues across the company. Our success in delivering against our purpose will be built on the commitment, skills, diversity and well-being of the people who work at Opera North, and we will invest in training to develop our people both professionally and personally, because we believe this strengthens not only our company, but also the wider creative sector.





**Our communities
and audiences are
part of us, and we
are part of them.**

Our Values



For Everyone, With Everyone

Our communities and audiences are part of us, and we are part of them. We are dedicated to ensuring everyone can be included, involved and engaged.



Imaginative and Innovative

We are bold, challenging and inventive. We push boundaries in all our work.



Passion for Excellence

Our work is world-class, and we are dedicated to achieving excellence.



Connected and Collaborative

We act as a team and work in partnership to drive innovation and maximise our impact.



Valued and Respected

Everyone who works and engages with us is truly valued. We are welcoming, supportive and respectful.

Our award-winning work tours to theatre stages and concert halls throughout the North and beyond.



Who We Are

Based in Leeds, rooted in the North of England and international in outlook, our award-winning work tours to theatre stages and concert halls throughout the North and beyond, including to London and major international festivals. Alongside touring opera, in Leeds we curate an eclectic artistic programme of gigs, concerts, spoken word and film in the newly transformed venue the Howard Assembly Room. We aim to make work that is bold, innovative and ambitious, always looking for new ways to share and create with audiences.

Music for Everyone

Opera North believes opera and music is for everyone, and champions diversity in artists, repertoire and audiences. Through our Learning & Engagement and team, the Company connects with communities and inspires each generation, aiming to enhance the health and well-being of people in the cities, towns and villages where we work through arts participation and performance. In recognition of our work with refugee groups, Opera North holds the status of Theatre of Sanctuary.

A New Home

In 2021 we moved into our new home, the Howard Opera Centre. It is a world class rehearsal facility for our orchestra, chorus and all the artists we work with, sharing the same building as our new education studio where everyone is welcome to learn about and make music. We have also created a modern flexible working environment for our staff and given our venue, the Howard Assembly Room, a new lease of life with a dedicated entrance and public spaces, together with restaurant and bar in the heart of Leeds.

Leeds as a capital of culture

Leeds is the only city in England outside of London to have a resident full time opera company, ballet and repertoire theatre as part of a diverse, collaborative and thriving cultural scene. That rich offer has been complemented by a growing tech sector.

Surrounded by the stunning Yorkshire countryside including the Dales, Moors and North Sea coastline, Leeds is a fantastic place to live and work.



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