

LIVERPOOL PHILHARMONIC - JOB DESCRIPTION

Title:	HR and Recruitment Coordinator
Responsible to:	Head of HR
Responsible for:	The normal place of work is Liverpool Philharmonic Hall or any reasonable location dependent upon the requirements of the post.
Contract:	Full time (35 hours) / Permanent. There will be an occasional requirement to work evenings and weekends.

Principle Role

The role will report to the Head of HR and is responsible for helping deliver high quality and customer-focused Human Resources services. The role will take the lead to help Liverpool Philharmonic to attract, recruit, develop and retain high quality staff and to support our commitment to Equity, Diversity and Inclusion.

The role will lead on recruitment, working closely with Head of HR and managers to ensure the recruitment process runs smoothly and efficiently, and the best possible candidates are hired.

Responsibilities and duties

HUMAN RESOURCES

- Act as an initial point of contact for HR, signposting enquires including policy, procedure, contractual or pay related queries, escalating to the Head of HR.
- 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.
- Provide support and training to HR system database users. Work with the Head of HR 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.
- Support the Head of HR in the development and document control of template letters, the policy framework and associated documentation, ensuring consistency of approach.



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- 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.
- Undertake specific projects to provide information in support of Liverpool Philharmonic's work, such as diversity data, activity data etc.
- Assist Head of HR with appropriate AI-based systems to develop efficiencies in administrative workflows (e.g., note-taking, and resume screening tools).
- Prepare HR-related reports as needed.

RECRUITMENT

- Lead on all elements of recruitment, from approval to onboarding.
- Ensure an effective recruitment process for all vacancies, fully utilising the HR system and advising and supporting managers as necessary.
- Identify areas of improvement, work collaborative with the Head of HR, to deliver a robust recruitment process & procedure.
- Assist Head of HR to deliver annual recruitment events, in local communities and the Philharmonic Hall.
- Provide a welcoming onboarding experience to new starters, supporting managers through the induction process including probation reviews.
- Lead on improvements on current induction process for all new starters, including effective organisational management of probationary periods.
- Assist in creating and updating job descriptions.
- Maintain the Recruitment system, ensuring records are kept up to date, adhering to GDPR.
- First point of contact for candidates, including providing prompt communication on application outcomes and answering queries in the Recruitment inbox.
- Coordinate and schedule interviews, assisting candidates when they come in for interviews. Post, update and remove job ads from job boards, careers pages and social media.
- 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.

TRAINING

- Lead on all elements of training from ensuring incoming staff are appropriately qualified for the role, to ensuring current training is kept up to date, including appropriate records.

- Monitor training records, flagging upcoming lapses in certifications and coordinating refresher training as appropriate.
- Identify areas of improvement, work collaborative with the Head of HR, to deliver a robust training process & procedure.
- Providing vital information about training sessions and informing personnel about available training.
- Organise Management Development training, including sending invites to delegates, co-ordinating room bookings and participating in training delivery and design

OTHER ADMINISTRATIVE DUTIES

- Assist the Head of Trusts and Foundations in 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
- Assist the Chief Executive in the preparation of minutes, agendas and papers for the Board
- 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
- Arrange and organise the programme of quarterly internal Company meetings



Person Specification

Experience and qualifications:

- CIPD Level 3 or Willingness to work towards the Chartered Institute of Personnel and Development (CIPD) qualification
- Experience of working in an HR team
- Experience of Recruitment Training processes

Knowledge, skills and competencies:

- Work well under pressure
- Ability to work independently under own initiative, including to organize and prioritise tasks/multi task where necessary
- Excellent communication skills; written, verbal.
- Familiarity with Outlook, Word, Excel, PowerPoint and network or PC based database and communications software, including relevant AI applications.
- Strong level of attention to detail
- Ability to act with discretion, diplomacy and tact in complex organisational and political contexts are essential
- Awareness of equal opportunity and diversity principles within the context of the role
- Able to apply critical thinking to resolve problems and challenges
- Ability to remain calm particularly when working to demanding deadlines

Personal style and behaviour:

- To be guided by our core values, to 'enhance and transform lives through music' to have enthusiasm and commitment to Liverpool Philharmonic's mission.
- To ensure in every aspect of this role, you drive enthusiasm and commitment to our values, which are:
 - Ensemble
 - Excellent
 - Passionate about music
 - Welcoming
- Commitment to Diversity, Equality, Inclusion, and belonging shows respect for the views and actions of others.
- Flexible proactive approach to working
- Team player

Please note: This job description reflects the current position. It does not preclude change or development that may be required in the future.



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