

Job Description and Person Specification

HR Officer

Summary Job Description

Bath Preservation Trust (BPT) campaigns for sustainability and design excellence in the World Heritage City of Bath and operates four museums. We deliver a public programme and learning across all service areas, including regular events for our members.

As HR Officer for BPT you will be providing HR processes which support the effective operation of the charity, including recruitment, staff support and development, maintaining personnel records, advising on and updating staff policies, producing contracts, and taking responsibility for the payroll (in conjunction with our external processor). This is a standalone role and you will also be supporting other staff with related matters including preparation of rotas and workforce planning.

Our Board of Trustees, Leadership and all staff are committed to the principles of Equity, Equality, Diversity and Inclusion (EDI) and this commitment runs through all of our work and services. The HR Officer will be required to demonstrate and uphold these principles and commitment.

Responsible to: Director of Finance and Resources. The postholder will also be working closely with staff throughout BPT.

Job purpose:

- To provide the HR function for BPT, including all administrative processes to enable the effective operation of the charity working in a standalone role with relevant staff as required.
- To provide a confidential and impartial approach which prioritises staff wellbeing and support in all areas, including one to one engagement, effective policies and timely communications.
- To provide the monthly submission of payroll data to our external payroll processor, and check the payroll reports in collaboration with the Director of Finance and Resources.

Terms & Conditions

Salary: £28,000 per annum, pro rata (actual gross pay: £11,200).

Working hours: part-time at 14 hours per week (full-time being 35 hours per week)

Location: your primary office base will be No. 1 Royal Crescent, Bath BA1 2LR and you will be required to work in any of BPT's locations.

Contract: permanent after successful completion of probation period

Other benefits include:

- Positive, collaborative, inclusive working culture
- Flexible working hours
- Flexible working arrangements (subject to agreement and the requirements of the job)
- 34 days annual leave (including public holidays) pro rata for part time staff
- Employee Assistance Programme
- Higher than statutory minimum company sick leave
- Cycle to Work scheme
- 0% loans for public transport season tickets

Job Description

Recruitment and selection

- Provide and enable an appropriate and legally compliant recruitment and candidate selection process for BPT, supporting hiring managers as appropriate.
- Work with other people in the charity to ensure recruitment is open and effective, including (but not limited to) the CEO, the Marketing Manager and the Director of Finance and Resources.
- Create text for adverts and post adverts to ensure sufficient coverage and reach, working with hiring managers as required to target specialist media.
- Manage the recruitment@ email address and receipt of applications, providing acknowledgement, filing of applications received and forwarding any communications to other staff as required.
- Prepare and support others to prepare job descriptions and other recruitment related paperwork and resources.
- Undertake all preparation to support the short-listing and interview process, including attendance as a panellist from time to time.
- Provide a best practice equal opportunities monitoring process, including evaluation and reporting.

Data management and record keeping

- Ensure all communications and data retention is fully compliant with GDPR law and the expectations of the Information Commissioner's Office (ICO).
- Maintain up to date personnel files and data, including online and paper records, adopting and monitoring appropriate retention schedules.

Legal and technical reporting

- Provide accurate and timely monthly payroll data to BPT's third party payroll provider, including ad hoc hours and information about workforce changes. This will involve working with Front of House managers and the Director of Finance and Resources to ensure data is accurate.
- Manage the routine pensions re-enrolment process.
- Work with BPT's third party technical and legal HR advisors to ensure staff and trustees are equipped with up-to-date information and advice about HR and personnel matters.
- Ensure HR policies are fit for purpose, reflecting any legal or contextual changes. From time-to-time it may be necessary to prepare new policies or procedures, in consultation with the CEO and trustees.
- Refer to and follow best practice guidance set out by ACAS and CIPD.

General HR

- Identify and implement opportunities for the continual improvement of processes.
- Review opportunities for new staff benefits and undertake any relevant administrative support to enable staff benefits.
- Working with the Leadership Team, support staff to engage with learning and development opportunities.
- Support the Front of House managers and process in the preparation and monitoring of rotas.
- Monitor staff support systems and processes to ensure peoples wellbeing is prioritised and actively enabled by BPT, providing a trusted and confidential approach. This includes administration of annual leave recording, the Employee Assistance Programme and different forms of leave.

Other

- All staff are expected to be responsible for onsite security, including opening, locking up and setting alarms as required.
- Uphold the working values and expectations of BPT in relation to Equalities, Diversity and Inclusion (EDI), policy, guidance, Health and Safety and Safeguarding and fulfil this expectation in relation to all staff, trainees, visitors and other people engaged with activities.
- Carry out other duties relevant to your post as reasonably required by your line manager.

Person Specification

E = essential, D = desirable

Education and experience

- E Demonstrable acquired experience gained in a similar role, for at least two years, or evidence of transferable skills, OR: Degree / level 5 qualification in a related discipline.
- E Proven experience providing effective, appropriate and legal compliant HR systems and advice.
- E Experience of maintaining general office administrative systems.
- D CIPD qualification or certified completion of ACAS courses.
- D Ability to use data and insights to understand trends and relative workforce wellbeing and to evaluate and report findings.

Knowledge and skills

- E Good understanding of Human Resource practice and implementation to achieve positive organisational outcomes and objectives.
- E High level verbal and written communication skills, demonstrating tact, diplomacy and clarity.
- E Excellent IT skills, including MS Office packages (especially Outlook, Word, Excel, PowerPoint) and SharePoint.
- E Able to develop effective and positive working relationships with all staff.
- E Some understanding of basic budgets and financial management.
- E Ability to manage sensitive or confidential information appropriately.
- D An understanding of some of the areas of focus of BPT, e.g. climate change, sustainability, design excellence, museums, historic built environment, World Heritage of Bath.

Attributes

- E Trustworthy and comfortable with keeping information confidential.
- E Resilient, independent and positive with the ability to work independently, autonomously and effectively under pressure.
- E Excellent and accurate written skills in a variety of appropriate styles, especially minutes and technical notes.
- E Positive, engaged, collaborative and self-motivated.
- E Willingness to work occasional evenings and weekends as required, for which time off in lieu will be given
- E Commitment to equity, equalities, diversity and inclusion

About the Bath Preservation Trust

Bath Preservation Trust (BPT) campaigns for and promotes the conservation, sustainable enhancement and celebration of the unique historic built environment and amenity, green setting and global contributions of the City of Bath as a World Heritage Site. At our heart are the principles of informed advocacy, learning for all, and the provision of authentic heritage experiences at our four museums, through partnership working and online.

We believe Bath deserves excellence in design and contemporary sustainable development which is inclusive of all people, and improves social and economic opportunities without compromising our unparalleled built heritage and natural environment.

Our museums and collections provide inspiring experiences, learning and insights from the past which help people deepen their knowledge through narratives expressed appropriately, knowledgeably and equitably.

We:

- Promote our commitment to sustainable development for Bath and demonstrate the value of heritage in a changing world
- Advocate and campaign for the total public realm, a healthy environment and a thriving living city
- Champion forward-thinking and appropriate sustainable architecture and design worthy of the World Heritage City of Bath
- Continue the successful innovative development of, and increased access to, our museums through careful growth and targeted promotion
- Encourage and enable Bath citizens to take an active responsibility for the future welfare of the city via membership, volunteering and support
- Provide opportunities for learning for people of all ages in all areas of our work, supporting personal wellbeing and social inclusion

Fundamentally, we are an organisation which seeks positive and constructive solutions to the present and future threats faced by Bath, its rural environs and the people, communities and businesses it supports. Working with expert volunteers, BPT reviews hundreds of planning applications each year, challenging inappropriate development and engaging with B&NES Council and developers to influence positive change. Informed advice is provided to homeowners about planning applications for historic houses and listed buildings.

BPT is also a major provider to the tourist economy, as we own and run museums and educational activities at No. 1 Royal Crescent, the Museum of Bath Architecture, Beckford's Tower and Landscape and the Herschel Museum of Astronomy.

With more than 1,000 subscribing members, BPT was founded in 1934 to conserve the city's unique architectural heritage and challenge unsustainable development. Our advocacy and campaigning work has saved hundreds of listed buildings from demolition, enhanced the public realm, and added value and improvement to new developments.

Our Values and Culture

The culture and activity of Bath Preservation Trust is led by the common values we share and these demonstrate what all people can expect when they engage with our advocacy and campaigning, visit our museums, events or learning activities, or work with us.

- Authentic** We convey information accurately, honestly and with care, engaging with and representing the voices and +involvement of others alongside our own areas of expertise, as a reliable and trusted heritage charity.
- Engaged** We are an active leader, collaborator and contributor in the community of Bath and its rural environs, and connected to communities of interest and heritage networks across the UK and internationally.
- Inclusive** We seek to engage with as wide an audience as possible, providing accessible, safe-space museums and experiences. We are advocates for growth and development in Bath which is affordable, accessible and which supports the local economy, environment and population.
- Informed** We are committed to lifelong learning for all as a valuable tool to increase understanding and knowledge and to support the health and wellbeing of people. We also learn from others to gain insights and shared knowledge about the past, the present and the future, and the way we deliver our services.
- Responsible** We are responsible custodians and communicators of the charitable aims of BPT, the stories contained within our museums and collections, and of our role in Bath. We advocate for positive and sustainable development of the city and its environs and to limit the impacts of climate change.