

MUSEUM OF THE HOME

Job description

Job title:	HR Administrator
Department	HR (Operations & Finance)
Salary:	£11,600 per year (£29,000 FTE)
Reporting line:	Head: HR
Role type:	2 days per week (i.e., 14 hours), ideally Wednesday and Thursday

Job purpose

Museum of the Home is seeking an HR Administrator to support the delivery of HR administrative services for the team.

Part of our mission is to make the Museum an Amazing Place to Work and we are looking for a committed team member who can support this.

To act as the first point of contact for all HR administrative queries, particularly on the Head: HR's non-working days.

Our values, and how they are represented in this role, you must be:

Bold	brave in trying new things, taking action and fighting for change on issues affecting the ways we live.
Kind	friendly, generous and considerate in all your actions
Eco-active	embed climate action in all decision-making and encourage visitors to make eco-minded choices at home.
Equitable	act transparently, ethically and inclusively - and allocate resources, time and care equitably

Main responsibilities

- To provide timely and accurate administration of all HR processes – recruitment, on and off boarding, changes of terms, parental leave, etc. preparing and issuing relevant documentation – e.g. contracts, letters, etc.
- Take responsibility for information collation and maintenance in line with data protection requirements and good practice
- Provide all relevant changes to payroll promptly
- Complete employee references for joiners
- Administer all DBS checks both for joiners and existing staff in line with our Safeguarding policy
- Arrange and perform HR inductions
- Manage the HRIS (NaturalHR), reviewing workflows, supporting staff and line managers.

Input all staff information on our HR system ensuring this is always kept up-to-date

- Calculate pro-rata holiday entitlements for staff and update records
- Liaise with the Head: HR, hiring managers, and job applicants to ensure effective vacancy posting
- Liaise with the Communications team to ensure effective recruitment campaigns
- Manage the jobs@ inbox with guidance from the Head: HR
- Liaise with managers and staff to keep sickness absence records are up to date
- Collate HR survey data such as exit interviews, equality questionnaires, etc.
- Identify process improvements to the Head: HR
- Keep abreast of employment law relevant work and projects
- Participate in HR projects relating to the continuous improvement of the HR service at the Museum

The above list is not exclusive or exhaustive and the job holder may be required to undertake such other duties as may reasonably be required.

Key performance indicators

The following are key measures which show that the jobholder is delivering effectively in their role.

- HR data integrity
- Meeting deadlines
- Providing timely and accurate information
- Quality of HR documentation – letters, contracts, etc.
- Effectiveness of internal relationships
- Effective communication with Head: HR, hiring managers, candidates, staff, etc.
- Accuracy, relevance and timeliness of data and reports

Skills/Knowledge/Personal Attributes:

Type of technical, specialised skills or personal attributes that are required to deliver ‘main responsibilities’ above.

Essential:

- Experience working in HR administration
- Experience in a busy office environment
- Methodical approach to work
- Self-starter
- Administrative skills
- Organisation skills
- Attention to detail
- IT: MS Office Suite and ability to effectively manage databases
- Communication skills, both verbal and written; able to handle all communications in a confidential manner
- Confidentiality in every aspect of their work

Desirable:

- IT: sound knowledge and use of SharePoint, databases, HRIS (we use NaturalHR)
- Interest in employment law
- Genuine interest in the arts and cultural sector would be advantageous

We welcome applications from all sections of the community and are committed to maintaining an inclusive working environment, with a diverse workforce. We value individuality, equity and representation and appoint on merit.

As a Disability Confident Committed employer, our recruitment is inclusive and accessible. If you would like to request an alternative application format on disability grounds, please contact jobs@museumofthehome.org.uk

Working to make Museum of the Home an amazing place to work.

Benefits

We aim to provide a stimulating working environment for everyone in the team. You'll be working alongside great colleagues and in a beautiful Grade I listed building.

You are also entitled to other employment benefits when you join us:

- 25 days paid holiday per year (increasing by one day per year, up to 30 days), plus bank holidays (FTE)
- Membership to one of two pension schemes
- Staff discount in our shop
- Free access to many exhibitions, museums and art galleries in London
- Enhanced sick pay and family leave
- Cycle to work scheme
- Season Ticket Loan
- A confidential Employee Assistance Programme
- Free tea and coffee

We also have various groups for staff to join:

- Wellbeing forum
- Climate Action Group
- Equity Action Group