



## WORK WITH THE CBSO

# HR Manager- Maternity Cover (Fixed Term)

The CBSO is seeking a HR Manager for a fixed term contract of 12 months to cover a period of maternity leave to start in December 2024.

The HR Manager provides a full generalist service to CBSO managers and employees; maintaining and supporting on policies and procedures, advising managers and board members on all aspects of the employee lifecycle and implementing HR systems and strategies.

The HR Manager also acts as a Relationship Manager for our third party IT suppliers.

To be successful in this role, you should be extremely well-organised, be approachable and communicative, be confident in your knowledge of HR best practice and be able to act without guidance.

**SALARY:** Circa £40,000 per annum

**HOURS:** 35 hours per week

**LOCATION:** Birmingham / Hybrid

**REPORTING TO:** Chief Executive

**DEADLINE TO APPLY:** 9am, 9<sup>th</sup> October 2024



# ABOUT THE CBSO

The City of Birmingham Symphony Orchestra (CBSO) is an internationally celebrated symphony orchestra, at home in Birmingham. A family of 90 incredible musicians, led by Music Director Kazuki Yamada, proud to make exciting musical experiences that matter to the people of Birmingham, the West Midlands and beyond.

Resident at Symphony Hall, the orchestra's musicians perform over 150 concerts each year in Birmingham, the UK and around the world, with music that ranges from classics to contemporary, soundtracks to symphonies, and everything in between. With a far-reaching community and education programme, a ground-breaking partnership with Shireland Collegiate Academy Trust, and a family of choruses and youth ensembles, it is involved in every aspect of music-making in the Midlands – and has been for more than 100 years.

This longstanding tradition started with the orchestra's very first symphonic concert in 1920 – conducted by Sir Edward Elgar. Ever since then, through war, recessions, social change and civic renewal, the CBSO has been proudly 'Birmingham's orchestra'. Under principal conductors including Adrian Boult, George Weldon, Andrzej Panufnik and Louis Frémaux, the CBSO won an artistic reputation that spread far beyond the Midlands. But it was when it discovered the young British conductor Simon Rattle in 1980 that the CBSO became internationally famous – and showed how the arts can help give a new sense of direction to a whole city. Rattle's successors, Sakari Oramo, Andris Nelsons and Mirga Gražinytė-Tyla, helped cement that global reputation and continued to build on the CBSO's tradition of flying the flag for Birmingham.

In April 2023, Emma Stenning was appointed Chief Executive and Kazuki Yamada took up the post of Chief Conductor and Artistic Advisor, and in May 2024 became Music Director. Under their dynamic leadership, the orchestra continues to celebrate the joy of music, and the brilliance of its home city of Birmingham, through creating unmissable and unforgettable musical experiences for all.

## OUR COMMITMENT TO EQUALITY AND DIVERSITY:

The CBSO is an equal opportunity organisation: we value diversity in our organisation and welcome applications from everyone. We consistently monitor our recruitment process to ensure that individuals are selected based on their relevant merits and abilities and receive equal treatment.

You will be welcomed at the CBSO and will find an inclusive environment where different views and experiences are valued, and everyone is able to be themselves. We recognise and understand the importance of diversity and inclusion and want our organisation to be representative of the audiences, people and communities we serve.



# KEY RESPONSIBILITIES

- To provide an effective, prompt and accurate human resources advisory service (liaising with external advisers as required) to the Senior Management Team (SMT), Section Leaders within the Orchestra and other line managers.
- To act as the first point of contact for all managers and employees on all HR related matters
- To understand and keep up to date with the Company's terms and conditions, HR policies/procedures and staff handbooks, ensuring these are in line with relevant employment legislation and accepted best practice.

## Recruitment, Selection & Induction

- To promote and ensure all recruitment and selection processes are undertaken in line with the Company's guidelines and statutory obligations.
- To manage the recruitment process from start to finish, attending at least 1 round of interviews for each position.
- To monitor the recruitment process for equal opportunity and recruitment effectiveness.
- To advise recruiting managers on different selection techniques and provide guidance on choosing the most appropriate.
- To ensure a cost effective recruitment service by maintaining relationships with key agencies / other organisations and monitoring the Company's spending levels in this area.
- To maintain an induction programme for new starters and work with managers to ensure that all new starters are effectively introduced and supported into the organisation.

## Employee Relations

- To advise, support and guide managers in the management of their employees including performance issues, disciplinary, grievance and sickness cases.
- To be responsible for progressing and resolving complex case management/issues with senior managers, working with Board / SMT/ advisers through the appropriate Company procedures as necessary.

- To ensure at all times that managers are fully briefed on the Company's protocol / policy / practice and the legal requirements, providing training as required.
- To promote a positive and constructive employee relations culture throughout the Company.
- To manage the employee survey process

#### Policies and Guidelines / Employment Legislation

- To provide an advisory service on a daily basis to managers and staff on issues relating to Terms and Conditions of Employment, legislation and professional issues.
- To be actively involved in the development, implementation and training of policies and guidelines, thus enabling managers to manage their teams effectively.
- To keep a library of version-controlled policies within the HR department and ensure the managers have access to them.

#### Training & Development

- To manage the appraisal process across the company to ensure that appraisals are completed in a timely and consistent manner.
- To review completed forms and prepare an annual training plan for approval by SMT working with the Creative Director – Learning & Engagement on engagement with ACE training goals.
- To manage the delivery of any agreed training / development programmes including monitoring of costs and employee attendance / feedback.

#### Administrative Duties

- To maintain and update employee personnel records using the company's chosen HR system
- To maintain the Company's records in respect of
  - Absence (including sickness)
  - Holidays
  - Equal Opportunities
  - Starters / Leavers
  - Training / Development Needs
  - Other job related information
- To prepare, and develop as required, reports on employee-related data to assist with the management and development of staff.
- To manage the administration of new starters and leavers including all offer documentation and pre-employment checks, and ensuring that induction processes, probation reviews and exit interviews are conducted.
- To liaise with Payroll to ensure staff are paid correctly, performing audit checks on salary records as required. To manage the annual salary review process including benchmarking of jobs where appropriate.
- To provide a pension administration service, liaising with Director of Finance & Resources / external advisers & pension providers as required.

#### General & Compliance

- To keep up to date with relevant HR, employment, legal and best practice developments.
- To be an active part of the H&S committee and ensure compliance with business protocols
- To act as a relationship manager, alongside the Director of Finance and Resources, for IT systems ensuring a good service to employees as well as that our security and systems comply with relevant standards.
- To undertake additional duties as and when the needs of the business requires it, at the direction of the Chief Executive.





# PERSON SPECIFICATION

## ESSENTIAL SKILLS:

- A credible professional able to build and maintain constructive relationships with Senior Managers and Section Leaders on a peer to peer basis
- CIPD qualification or equivalent / part qualified with relevant experience
- Extensive experience of working within an HR department and of providing advice and other HR services to senior managers on a broad range of generalist HR matters.
- Experience of leading and advising on employee engagement
- A thorough understanding of the role of the line manager and the typical challenges faced on a day to day basis
- Able to plan, manage, implement and deliver HR projects
- Excellent verbal and written communication skills.
- Able to influence and negotiate diplomatically and effectively with a wide range of stakeholders
- Good organisation skills, including ability to manage time and prioritise effectively.
- Strong IT skills, particularly experience of using Microsoft Word and Excel packages.
- A thorough understanding of equality principles and employment legislation and the ability to provide clear, unambiguous advice to managers in these areas.

## DESIRABLE SKILLS:

- An interest in music and experience of working within an arts/ other charity whilst not essential would be helpful
- Able to deliver training on a one to one or small group basis.
- Experience of working with HR packages (experience of ADP would be an advantage)/databases to deliver an effective administrative and reporting service.





# TERMS & CONDITIONS

- Member of CBSO staff, based at CBSO's purpose-built rehearsal and administrative home, CBSO Centre, in central Birmingham.
- This is a 12 month fixed term role. Ideally starting in December 2024.
- This is a full-time role based on 35 hours a week.
- CBSO staff are entitled to 25 days annual leave (pro rata from date of starting) plus Public Holidays.
- There will be some requirement for attendance at evening events (e.g. concerts) and for work at weekends. There is some provision for flexible working.
- This post is subject to a 3 month probationary period.
- Membership of the CBSO's Group Stakeholder Pension Plan.