

WATERSHED

Job Description

July 2021

Job title: HR Assistant

Dear Applicant

Thank you for your interest in the above position. Please find enclosed a job description including person specification and terms and conditions of employment. Please consider these carefully and decide whether you wish to apply.

Watershed's first value is **Inclusive - We are people led**. We listen to and engage with the broadest range of people. This letter lays out some of the steps we are taking to create a more inclusive recruitment process. Many of these steps are new to us, so feedback and questions are very welcome.

Before you apply

You may not have worked in a cultural organisation before, or in an organisation like Watershed. Perhaps you have experience in a corporate or education setting - which are very transferable contexts. If you are from a background that is underrepresented in the culture sector (for example you are from a community that experiences racism or you are a disabled person (as defined by the Equalities Act 2010), or you did not go to University or had free school meals as a child), and you would like support to articulate how your experience is transferable to this role, you can book time with us (we will ensure the person you meet is not involved in the recruitment process). They would be pleased to help you think this through. Please request this by emailing Helen Jaffa, our Operations Manager, at helen.j@watershed.co.uk (we will not ask you to disclose your background).

We believe our work will be stronger with greater diversity and welcome applications from those who bring balance to our team. Watershed welcomes the whole person to work, and we understand that each of us bring our experiences, our backgrounds and our own unique lens to what we do. Supporting our staff means they are not appointed to represent specific groups or organisations.

Timeline

The closing date for all applicants is: **Mon 30 Aug at 5pm**

We will contact all long-listed candidates by: **5pm on Wed 1 Sep**

In order to broaden the field of candidates, the Watershed team will aim to meet all candidates who meet the basic criteria for a short online interview on **Mon 6 or Tue 7 Sep**. This will be an opportunity for you to ask us more about the role, and for us to hear more about your you.

We will then hold second interviews on **Fri 10 Sep**

All interviews will be on Zoom as the Watershed offices are currently closed.

Please DO NOT include your CV as it will not be considered. Please put all relevant information on your application form.

We are striving to understand more about who applies to work with us. We invite you to complete our anonymous equal opportunities monitoring form, which will not be shared with anyone involved in the recruitment process.

Watershed will work with candidates to ensure their access needs are met during the interview process and will ensure access requirements do not factor in decision making.

Thank you for your interest in Watershed.

Kirsty Young
HR Manager

WATERSHED

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Position:	HR Assistant
Grade:	5
Contract terms:	28 hours per week / £21,632 pro-rata
Responsible to:	HR Manager

Purpose of Job

To support the HR Manager in providing effective HR administrative support to the organisation using Watershed policies and procedures and a range of administration processes that support the employment experience of our staff and contribute to an effective people management service. The postholder will have the opportunity to contribute to wider projects as part of the People Strategy, as directed by the HR Manager. The HR Assistant provides professional and confidential HR support and administration across the full range of HR activity.

Principal Responsibilities

- Support staff in the application of Watershed policies and procedures, through letting staff know where to find the information they need, directing more complicated queries to the HR Manager and ensuring the confidentiality of information
- Be a lead user of People Inc, our HR Management system, inputting and maintaining the confidential HR data within it. Ensure accurate input of information to the system and promote the use of People Inc by staff and managers and answer queries on use of the system
- Provide administrative support and co-ordination for HR activities and initiatives – this will include scheduling and booking meetings, taking meeting notes, correspondence to staff, processing new starters and leavers, reporting for payroll, changes of terms and conditions of employment etc.
- Support the on-boarding process for new starters, ensuring contracts are signed and returned through People Inc, that new starter information is complete, and induction processes are arranged for new starters
- Provide recruitment administration support, including liaising with the recruiting manager, preparing applications for shortlisting, setting up interviews, candidate liaison, obtaining employment references and issuing relevant correspondence to interview candidates
- Manage the HR email inbox, responding to applicants and other queries
- Support the recording and analysis of annual leave and sickness absence
- Contribute to the People Strategy by undertaking research into best practice in areas of development
- Contribute across the HR function by recommending improvements to systems and procedures to improve efficiency in the department
- Provide administrative support to the CEO including email inbox management, diary management, booking meetings etc.

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Key Performance Indicators

- HR system data is processed accurately and confidentially, and all staff and HR files are well-organised and up to date
- New employee paperwork is processed quickly and accurately
- Staff feel supported in finding and understanding HR policy and process
- Required reports are delivered on time
- Recruitment process administration is well supported
- The HR email inbox is up to date and well managed
- A generous and effective member of the Watershed team

Capabilities

- An interest in Human Resources as a career and a desire to learn about HR best practise
- A good communicator with an understanding of confidentiality
- Good attention to detail and a commitment to get things right
- Understanding the ethos of an Inclusive workplace
- Ability to build positive working relationships
- Experience of using computer software such as Word, Excel, PowerPoint etc

Watershed Values

The Watershed brand is unique, trusted and respected and is driven by the following shared values which are clearly articulated. Ability to master and represent Watershed's Vision and Values is therefore important.

Watershed is:

Inclusive	We are people led. We listen to and engage with the broadest range of people.
Open and Honest	We provide a culture and environment that is trusting, trusted and trustworthy.
Make Things Happen	We approach opportunity and challenge creatively, collaboratively and with a can do attitude.
Entrepreneurial	We are inventive, try new ideas, experiment, learn and share.
Celebratory	We celebrate culture, creativity and wonder.

Additional information:

WATERSHED

Job Description

- The post-holder will be required to undertake such other comparable duties as may be required by the Head of Department'.
- Watershed is open seven days a week, including Bank Holidays (Christmas Day and Boxing Day are the only exceptions). Watershed is a public building, which operates a diverse range of cultural and commercial activities. The post holder will need to be comfortable working in this environment.



Watershed is a Social Enterprise Mark holder. Social Enterprises are businesses whose products and services create both social and environmental benefits.