

## Dance City Job Description

### Human Resources Coordinator

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| Based at:            | Dance City, Newcastle Upon Tyne                                           |
| Reports to:          | Director of Finance and Operations                                        |
| Key Purposes         | To support, develop and implement a high quality Human Resources Function |
| Salary:              | £26,000 - £30,000 Pro-rata                                                |
| Hours:               | 0.6 FTE (24 hours per week)                                               |
| Probationary Period: | 6 months                                                                  |
| Notice Period:       | 2 months                                                                  |
| Contract:            | Permanent                                                                 |

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#### Tasks

- Provide HR Support in recruitment, clearance (Right to Work, DBS, medical and references), induction, performance management and any other staff related issue.
- Provide relevant employment documentation to new starters
- Coordinate the induction of all new staff
- Monitor probation periods
- Monitor annual appraisals and ensure completion
- Manage any staff attendance issues
- Provide guidelines on employee rights such as maternity and paternity leave
- Provide documentation for changes to roles
- Provide advice, guidance and support on issues relating to workforce changes
- Provide support with any disciplinary or performance issues
- Provide support on grievance issues
- Negotiate, manage and monitor contracts, tenders and agreements for the provision of HR support services
- Be involved in the design and coordination of a performance management system
- Work closely with payroll to ensure payments are correct
- To manage HR related budget areas
- Work to implement and develop appropriate HR Policies

## Competencies

| Competence Requirements                                              | Level | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <b>LISTENING AND LEADING</b>                                         | 4     | Is required to communicate effectively when handling difficult contacts, internally and externally, in which elements of negotiation and influencing are vital.                                                                                                                                                                                                                                                                                                                                                                        |
| <b>INNOVATION AND EMBRACING CHANGES</b>                              | 3     | Is required to continually recommend and implement changes to existing working practices, in response to the changing needs within own area of responsibility. Needs to positively question established ways of doing things. Is required to actively listen to and consider ideas presented by others.                                                                                                                                                                                                                                |
| <b>THINKING AHEAD AND PLANNING</b>                                   | 4     | Is required to accurately identify the resources required to cater for short term and long term activity within own area of responsibility, building in appropriate contingencies where necessary. Needs to effectively co-ordinate activities to meet deadlines, managing own time and resources in line with the Dance City's key goals to ensure the achievement of objectives.                                                                                                                                                     |
| <b>LEADING THE WAY IN THE DANCE SECTOR</b>                           | 3     | Is required to have a strong understanding of all Dance City's business areas and how each contribute to Dance City's overall objectives and goals.                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>INFORMED, INFORMATIVE AND INFORMING</b>                           | 2     | Is required to effectively manage staff to enable the successful completion of day to day tasks. This will be done by providing the relevant information to staff and acting on information received from staff. Needs to ensure that team members are informed of their individual and collective responsibilities, encouraging them to make useful contributions and identify when they need support and provide it. Is required to use information of an individual's strengths, interests and development needs to delegate tasks. |
| <b>EMPLOYEE QUALITY, SHARING BEST PRACTICE AND PROMOTING SUCCESS</b> | 2     | Is required to effectively lead, motivate, coach and develop staff to enable the successful completion of day to day tasks in line with Dance City's key goals. Is required to respond positively to an individual's contribution, providing timely feedback, sharing best practice and coaching on a regular basis. Needs to recognise the need for continuous learning, self-development and promotion of success. Is required to spot potential development needs and create                                                        |

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|                                                   |   | opportunity for learning.<br>Needs to continually measure the performance of staff and regularly review progress on development in line with the company's career pathway. Is required to ensure that development plans and activities contribute to business needs. |
| <b>RIGOROROUS, RESPONSIVENESS AND FLEXIBILITY</b> | 3 | Is required to identify and respond to complex risks where errors or events would pose a major risk to the reputation or client relationships within Dance City                                                                                                      |
| <b>EXPERIENCE</b>                                 | 3 | Is required to have significant previous experience relevant to the job.                                                                                                                                                                                             |
| <b>SPECIALIST KNOWLEDGE</b>                       | 3 | Is required to have an intermediate level of specialist knowledge relevant to the job.                                                                                                                                                                               |
| <b>QUALIFICATIONS</b>                             | 2 | Formal job based qualifications are required to carry out this role                                                                                                                                                                                                  |

### **Additional Requirements**

- Enhanced DBS clearance
- Qualified to CIPD Level 5 Diploma in Human Resource Management or equivalent