

## HR & PAYROLL MANAGER JOB DESCRIPTION (JOB SHARE 16HRS PER WEEK)

The Octagon Theatre Bolton seeks a skilled individual to join its Finance & HR team on a job share basis in a creative, stimulating and busy environment. Working alongside the current HR & Payroll manager your duties would include the management of a complex payroll process through sage 50 payroll from start to finish. You will also be required to carry out essential HR duties such as contracts of employment, recruitment, induction and training.

You will need to be a self-starter who is proactive, flexible and organised. Attention to detail is essential, as well as great communication skills and a high level of IT confidence. You will be friendly, collaborative and enjoy being part of a team.

This is a job share role, working specifically Monday and Tuesday.

For further details and an application form visit [www.octagonbolton.co.uk](http://www.octagonbolton.co.uk), telephone 01204 529407 or email [recruitment@octagonbolton.co.uk](mailto:recruitment@octagonbolton.co.uk)

The Octagon is an employer that is passionate about equal opportunities and diversity. We warmly welcome applications from all sectors of the community.

Salary: **£20,000 to £24,000 pro rata for part time employees and dependent on experience.**

Closing date for applications: **Sunday 1<sup>st</sup> March 2020.**

Interviews will be held at the Wellsprings building, adjacent to the Octagon Theatre on **Tuesday 10<sup>th</sup> March 2020.**

Good luck with your application.

Kind regards,



Roddy Gauld  
Chief Executive

(Full job description below)

## HR & PAYROLL MANAGER JOB DESCRIPTION (JOB SHARE 16 HOURS PER WEEK)

**Role:** HR & Payroll Manager

**Responsible to:** Head of Finance & Business

**Responsible for:** No direct reports, but works in close collaboration with the CEO and all other Heads of Department.

### PURPOSE OF POSITION:

- To deliver a complex high quality timely payroll service to all Octagon theatre companies; scope and scale:
  - 3 Payrolls (1 monthly and 2 weekly)
  - c120 employees, actors and freelancers per month
- To develop and deliver an efficient and effective end-to-end HR service to the Octagon-wide business, identifying HR priorities and recommending solutions, taking into account the relevant industry agreements in place and the prevailing UK employment legislation.

### ORGANISATIONAL STRUCTURE:

This role sits within the Finance team, reporting to the Head of Finance & Business. Collaboration across all teams is paramount, as is a close working relationship with the CEO and all other Heads of Department.

### MAIN DUTIES AND RESPONSIBILITIES:

#### Payroll

End-to-end responsibility for a highly complex set of payrolls through Sage 50 Payroll, including salaried and weekly along with significant Equity actor payrolls. Dealing with union creative agreements and keeping up to date with rates, allowances and expenses. Specific tasks include:

- Prepare the weekly and monthly payroll schedules, making payment by BACS and other means as required
- Maintain accurate payroll records, including holidays, sickness and other absences.
- Manage all employee benefit services including a range of Pensions, private medical provision, salary sacrifice and car parking
- Handle all employee and actor payroll queries, providing senior management reports as required
- Reconciliation of all pension and payroll accounts

#### HR

- Responsible for organising, implementing and monitoring employment law and HR related policies, keeping them up to date with the latest regulations and UK theatre/Equity practices
- Administer all HR processes, including administration of all employment based license requirements such as DBS checks and UK right to work checks, and acting as the Theatre's lead counter-signatory.
- Monitor and maintain up to date employee databases including employee and freelancer personnel files, training records, recruiting databases, weekly and monthly timesheets, holiday

records and sickness and absence records; proactively tracking and reporting trends and making recommendations for improvement

- Manage the company wide training and recruiting budgets, ensuring priority needs are tracked and met in a timely manner
- Build and maintain relationships with external HR related agencies and service providers; working with the Head of Finance & Business to negotiate agreeable terms with external providers for example, recruitment agencies and training providers
- Manage the recruitment process in line with policy and procedure, including supporting the managers in writing job specifications, advertising, recruitment authorisation and interviewing
- Prepare and issue all contracts of employment after approval by the CEO
- Manage the induction process for all staff, including maintaining and updating the Company Handbook and issue of policies, as well as working with the Health and Safety team to ensure new staff are inducted properly in safe working practices
- Support the CEO in the administration and tracking of the company wide performance management processes, working closely with the Heads of Department to ensure the process is being followed and any resulting performance or training needs are managed
- Support the CEO in the administration and tracking of any complex disciplinary or grievance procedures, advising the Heads of Department in correct protocols
- Keep informed of best practice developments with employment law and general HR processes, undertaking any personal development training as required

### **General**

- Work in the best interests of the Octagon and in accordance with all company policies and the company's cultural statement
- Be an effective representative of the Octagon in all situations and demonstrate the highest level of customer care and service

*The main duties and responsibilities are indicative and not exhaustive. Other duties may be necessary to fulfil the purpose of the post. This job description may be periodically reviewed and revised in consultation with the post holder*

## HR & PAYROLL MANAGER PERSON SPECIFICATION

Essential experience	Desirable experience
<ul style="list-style-type: none"> <li>• At least 3 years' standalone end-to-end payroll experience</li> <li>• Experience of working with Sage 50 Payroll</li> <li>• Basic HR experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Dealing with HMRC (P32, Court Orders etc.)</li> <li>• Experience within the arts sector</li> <li>• Experience of working in a complex, multi-contract environment</li> <li>• Experience of working in a deadline driven environment</li> </ul>
Essential skills and abilities	
<ul style="list-style-type: none"> <li>• Ability to work on own initiative, prioritise and organise workload, and meet deadlines</li> <li>• High attention to detail</li> <li>• Complete confidentiality</li> <li>• Team working, listening and collaborative skills</li> <li>• Numeracy skills including the ability to set and monitor budgets</li> <li>• Ability to problem solve, apply creative solutions and be resourceful</li> <li>• Strong IT literacy including the ability to use Microsoft Office, Databases &amp; Cloud software</li> <li>• Strong communication skills, with the ability to build trusted relationships</li> <li>• Flexible and adaptable working style</li> </ul>	
Essential knowledge and understanding	Desirable knowledge and understanding
<ul style="list-style-type: none"> <li>• Up to date knowledge of current pay legislation.</li> <li>• Basic knowledge of employment law legislation.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of Union agreements and theatre employment issues</li> <li>• An understanding of basic pensions</li> <li>• Experience of using Sage 50 Payroll</li> </ul>

**HR & PAYROLL MANAGER**  
**Terms and Conditions**

This is a summary of the terms and conditions.

Grade:	5
Salary:	Starting range: £20 – £24k pro rata dependent on experience.
Pension:	The company operates an auto-enrolment pension scheme through NOW:Pensions in line with current government legislation.
Contract:	Permanent.
Hours:	16 hours per week on a job share basis. No overtime is payable, but time off in lieu for excess working hours can be agreed with the line manager. There may be very occasional evening or weekend hours.
Holiday Entitlement:	28 days per annum pro rata (inclusive of Public Holidays), increasing by 1 day per annum after 12 months service, up to a maximum of 33
Place of work:	Octagon Theatre Bolton

The Octagon offers a range of other employee benefits including:

- A commitment to flexible working where possible
- UK Healthcare cashback scheme (where applicable)
- Loans for travel season tickets and parking permit costs
- Complimentary tickets
- Staff café discount

There will be a three month probationary period. Any offer of employment will be subject to the receipt of:

- References that are satisfactory to the Octagon
- Evidence of the right to work in the UK as defined by the Home Office