

ABBAY THEATRE AMHARCLANN NA MAINISTREACH

ABBAY THEATRE Amharclann na Mainistreach | Job Description

JOB TITLE: Human Resources Administrator

RESPONSIBLE TO: Human Resources Manager

The Abbey Theatre is Ireland's national theatre and occupies a unique position in the hearts and minds of Irish people. It has two theatres: the Abbey, with a capacity of 492 seats, and the Peacock, with a capacity of 127 seats. The Abbey produces a year round programme of productions, public readings, workshops and artistic development work. The Abbey Theatre produces work on its stages and on tour, which not only showcases Irish and international theatre but also engages with the artistic and civic life of contemporary Ireland.



The Abbey Theatre is currently going through an exciting period in its history with the arrival of two new Directors in 2016. Following a very successful programme in 2017, the Directors will shortly be announcing their programme for 2018.

PURPOSE

An opportunity exists at the Abbey Theatre for a HR Administrator to work in the HR Department in a varied role which provides HR support for all departments within the Abbey. This role would suit a person with previous experience in a busy HR department at HR Administration level and who reports to the HR Manager.

The Abbey Theatre currently has approximately 127 full time equivalents comprising staff and actors. This includes staff employed on permanent, fixed term and relief contracts. The nature of the Abbey Theatre's business gives rise to a busy and varied workload in the HR Department.

RESPONSIBILITIES

Duties of the HR Administrator include but are not limited to:

Payroll

- Providing accurate and timely payroll instructions to the Abbey Theatre's Finance Department to facilitate the processing of three payrolls on a bi-weekly basis and one on a weekly basis. This will also include providing details on leavers, starters and any other changes to standing data.
- Ensuring clock cards have been completed correctly and on time by employees.
- Ensuring payroll data downloaded from the Time and Attendance System is complete and accurate before being made available for payroll processing.

- Being the point of contact for actors, agents and other artists regarding issuing of employment contracts and providing support where required to actors/artists to ensure that tax registration and other administrative requirements are dealt with appropriately.

Recruitment and Selection

- Managing the administration of the recruitment process, ensuring that all relevant paperwork is in place and the correct authorisation is in place.
- Working closely with Heads of Departments on an ongoing basis by supporting the recruitment process and managing expectations accordingly.
- Co-ordinating successful recruitment of new staff. This includes advertising new posts, screening CV's, organising interviews, checking references, organising medicals, and issuing contracts to new staff.
- Contributing to the monitoring of new staff induction including providing support to the Head of Department in the probation process.
- Supporting and facilitating the implementation of the company's induction programme.

HR and Time and Attendance System (TMS)

- Acting as the main point of contact for all staff remuneration and benefit issues.
- Administering all master payroll data contained on the Mitrefinch TMS system and keeping it up to date including salary information and details on starters, leavers and contract amendments.
- Liaising with and supporting the Finance Department on matters relating to the payroll.
- Dealing with Pension Scheme administration issues and liaising with Pension Fund Managers.

Employee Relations

- Acting as a point of contact on all employee relations issues.
- Supporting and advising all Heads of Departments and staff on any issues relating to the Abbey Theatre's policies and procedures.
- Assisting with promoting adherence to all relevant employment legislation.
- Providing support on a variety of Industrial Relations issues including but not limited to disciplinary issues, performance issues and general compliance with the Abbey Theatre's policies and procedures.
- Liaising with recognised staff representative groups.

HR Projects and Initiatives

- Contributing to the ongoing development of all HR policies and procedures including the Employee Handbook.
- Administering work experience programmes and internships as required.
- Proactively developing and implementing various other HR and administration initiatives in response to business needs.

HR Administration

- Ongoing administration and support for the Abbey Theatre Performance Management Programme.
- Drafting and issuing all HR correspondence to staff including, but not limited to, notice of increments, payroll amendments and changes to contract details.
- Preparing ad-hoc letters for staff including but not limited to confirmation of employment for banks, landlords etc.
- Maintaining all staff HR files in line with company policy and Data Protection requirements.
- Ensuring all staff records (both on file and on Mitrefinch TMS) are kept up to date and accurate at all times.
- Maintaining accurate records for all staff absence and leave such as sick leave, annual leave etc.
- Preparing management reports as required.
- Keeping all staff regularly updated on recent HR initiatives and processes.

Other Responsibilities

- Working with the Health & Safety Committee on issues relating to Health & Safety including Health & Safety audits and proactively promoting Health & Safety compliance.
- Managing the exit process including processing resignations or terminations in line with the defined notice period, as well as completing all exit interviews.
- Any other duties as may be deemed reasonable and appropriate.

PERSON SPECIFICATION

The post holder will:

- Possess excellent interpersonal and communication skills and be able to demonstrate how these skills have been applied in previous roles.
- Have previous experience of preparing and processing payroll.
- Have previous experience in recruitment and selection, performance appraisal, training and development, payroll administration and employee relations.
- Be able to demonstrate a high level of communication skills within a team environment and at all levels within the business.
- Be a highly motivated self-starter with an ability to work flexibly in a challenging and demanding environment.
- Have the ability to prioritise and be able to demonstrate how this skill has been applied in previous roles.
- Be computer literate with a thorough knowledge of all MS products.
- Have the ability to approach challenges in an innovative manner.
- Have experience working with a HR system. Previous experience with Mitrefinch TMS is a

distinct advantage.

- Have at least 2 years relevant HR experience.
- Have a recognised HR qualification.
- Possess a good working knowledge of applicable Irish Employment Legislation.
- Previous experience working in a unionised environment would be an advantage though not essential.

KEY RELATIONSHIPS

Internal

Senior Management Team, HR Manager, Finance Department, Line Management, Staff

External

Unions – SIPTU and Equity, IBEC, CIPD, Artist Agents

General Terms and Conditions

Post: This is a permanent post with the Abbey Theatre.

Hours: Standard hours are 9:30 to 17:30 Monday to Friday with an hour for lunch.

Annual Salary: Salary commensurate with skills and experience.

Probationary period: 6 months.

Holidays: 24 days per annum Pro Rata (including Good Friday & Christmas Eve).

Public Holidays: 9 Public holidays per annum Pro Rata.

Pension: The Abbey Theatre provides employees with access to a Pension scheme and will match contributions up to 5.5% of salary. Employees must contribute a minimum of 3% to avail of employer contributions. Contributions are made through payroll.

Life Assurance: The Abbey Theatre Group Life Assurance plan provides a benefit to all employees of 4 times annual salary in the event of death while in service.

Health Insurance: Employees are provided with the option to join the Abbey Theatre – VHI Group Scheme. Participant employees receive a 10% discount on any VHI plan and the subscription is deducted through payroll.

APPLICATION PROCESS

Please send an up to date CV and a completed Abbey Theatre Application form to:

Michelle Sheridan
HR Manager
Abbey Theatre
26 Lower Abbey Street
Dublin 1

Or alternatively email: recruitment@abbeytheatre.ie

The closing date for applications is 5.00pm 6 October 2017

The Abbey Theatre is an equal opportunities employer.