



## Dundee Contemporary Arts

DCA is a highly successful, internationally renowned centre for contemporary art that enables audiences, artists and participants to see, experience and create through our four programme areas: Exhibitions, Cinema, Print and Learning.

We are currently recruiting for:

**Post Title:** Human Resources Manager

**Hours:** 35 hours per week

**Working Pattern:** Monday – Friday  
0900 – 1700

**Salary:** £28,000 per annum

### **Role details:**

DCA is looking to recruit a CIPD qualified HR generalist who will be responsible for the management and delivery of an effective HR service that aligns with DCA's overall strategic aims and objectives.

The post holder will provide advice, guidance and support across the organisation in line with HR best practice to support managers and staff to develop their understanding and application of DCA's people management policies and procedures. They will coordinate and support DCA recruitment campaigns; lead on the development and roll out of HR policy and procedure and be the first point of contact for external HR related enquiries.

In addition, the post holder will coordinate the monthly payroll and pension submission to our payroll provider.

To apply, please visit: [www.dca.org.uk](http://www.dca.org.uk)

Please send your completed application for the position to [dca.recruitment@dca.org.uk](mailto:dca.recruitment@dca.org.uk)

Please note we do not accept CV applications.

Deadline for completed applications is **Sunday 08 August 2021**

### **Dundee Contemporary Arts**

152 Nethergate, Dundee, DD1 4DY  
[www.dca.org.uk](http://www.dca.org.uk)

DCA is supported by Dundee City Council and Creative Scotland  
DCA is committed to Equal Opportunities.



## Dundee Contemporary Arts

<b>Job Profile:</b>	Human Resources Manager
<b>Job Purpose:</b>	<p>Responsible for the management and delivery of an effective HR service that aligns with DCA's overall strategic aims and objectives.</p> <p>The post holder will provide advice, guidance and support across the organisation in line with HR best practice to support managers and staff to develop their understanding and application of DCA's people management policies and procedures.; They will coordinate and support DCA recruitment campaigns; lead on the development and roll out of HR policy. and procedure and be the first point of contact for external HR related enquiries. In addition, the post holder will be coordinate the monthly payroll and pension submission to our payroll provider.</p>
<b>Key Outputs &amp; Accountabilities:</b>	<p><b>Provide professional advice and support to managers and staff on all aspects of people management</b></p> <ul style="list-style-type: none"><li>• Lead on the development of DCA's HR policies and procedures that reflect DCA's commitment to supporting staff, ensuring the organisation complies with employment law and facilitates positive employee relations</li><li>• To be the main point of contact for internal and external HR enquiries, referring queries where necessary to the appropriate member of staff</li><li>• Provide advice and guidance on DCA's policies and procedures to staff and managers</li><li>• Coordinate authorised recruitment campaigns which will include arranging job adverts; participating in selection process as appropriate; processing reference requests; undertaking</li></ul>

	<p>'Right to Work' checks; preparing offer letters and employment contracts; notifying unsuccessful candidates and managing DCA recruitment portal</p> <ul style="list-style-type: none"><li>• Coordinate Disclosure Scotland's PVG membership scheme on behalf of DCA</li><li>• Coordinate and participate in the corporate induction of new staff including organising IT/email/BreatheHR access</li><li>• Maintain employee records and associated paperwork including DCA's attendance policy tracking and monitoring sickness absence; coordinating referrals to DCA's Occupational Health provider and producing management information reports</li><li>• Extract information from DCA's training database and provide reports as necessary</li><li>• Coordinate DCA's staff annual appraisal scheme records and collate a summary report of key trends and themes</li><li>• Support the understanding and application of policy and procedure through delivering policy briefings to people managers and/or staff</li><li>• Take a lead role in supporting employee engagement across DCA through wellbeing initiatives; HR clinics; HR toolbox talks etc.</li><li>• Support managers with complex employee relations work, including dispute resolutions, disciplinaries, grievances, absences, retirement and redundancy.</li><li>• Coordinate the annual appraisal process including collating a report outlining key themes and trends.</li></ul> <p><b>Submit accurate and timely monthly payroll and pension data to DCA's payroll provider</b></p> <ul style="list-style-type: none"><li>• Ensure weekly timesheets are submitted for monthly pay run in accordance with payroll timetable.</li></ul>
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	<ul style="list-style-type: none"> <li>• Ensure all associated payroll and pension paperwork, including new start and leaver records are processed, submitted and stored appropriately.</li> <li>• Ensure payroll department are notified of changes to staff terms and conditions as approved by Executive Team</li> <li>• Set up BreatheHR accounts for new employees and calculate and maintain annual leave entitlements for employees</li> <li>• Develop and maintain appropriate systems and procedures as required.</li> </ul> <p><b>Deliver effective HR administration</b></p> <ul style="list-style-type: none"> <li>• To develop and maintain administrative systems and procedures for HR activity and projects which may include arranging meetings, collating and circulating papers, preparing statistical reports, entering data on IT systems and following up action points.</li> <li>• Ensure an up-to-date bank of document templates to support the HR function are maintained</li> <li>• Ensure staff records are well maintained and that periodic archiving is undertaken</li> <li>• Comply with GDPR guidelines</li> <li>• To run a range of regular HR reports and prepare summary for HR/OD sub-committee and where appropriate, attend meetings to present/discuss information</li> </ul> <p><b>Other tasks</b></p> <p>Undertake tasks as directed commensurate with the role as may be reasonably required</p>
<b>Reports to:</b>	Deputy Director - Director of Operations

<b>Person Specification:</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• CIPD qualification and proven work related experience of delivering generalist HR support</li><li>• Proven experience of managing and coordinating recruitment campaigns</li><li>• Relevant payroll &amp; pension processing and administration experience</li><li>• Demonstrable knowledge of applying current employment law legislation and HR best practice</li><li>• Proven ability to foster and develop professional working relationships</li><li>• Competent IT skills</li><li>• Excellent communication skills</li><li>• Professional and approachable manner</li><li>• Proven ability to effectively manage confidential and sensitive information</li><li>• Proven ability to use sound judgement and decision-making skills</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Experience of working in a public facing organisation</li><li>• Knowledge of online recruitment portals</li><li>• An interest in arts and culture</li></ul>



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## CONDITIONS OF SERVICE

A full statement of Terms and Conditions of Employment will be given to the successful candidate. The following main points may be helpful to applicants.

**Place of Work** Your usual place of work is at Dundee Contemporary Arts Limited, 152 Nethergate, Dundee, DD1 4DY.

**Salary** Is paid in 12 monthly payments in arrears into your bank account by credit transfer on the last working day of the month.

**Holiday Entitlements** The holiday year runs from 1<sup>st</sup> April to 31<sup>st</sup> March each year. Your annual holiday entitlement in any holiday year is 6.4 weeks, inclusive of all public holiday entitlement, subject to a maximum of 32 days. Part time staff will have their holidays calculated on a pro rata basis.

In addition, you will be entitled to extra days' annual leave in the next leave year for continuous service with the Company as follows:

3 years = 6.6 weeks (33 days) leave  
4 years = 7.0 weeks (35 days) leave  
5 years = 7.4 weeks (37 days) leave

**Sick Pay** The Organisation operates a Company Sick Pay Scheme.

**Pension Scheme** Employees will automatically become a member of the Local Government Pension Scheme.

The Tayside Pension Fund is administered by Dundee City Council and its benefits include a secure pension based on your Career Average Revalued Earnings (1/49th for each year of pensionable service) together with annual increases thereafter, an increased tax-free lump sum option on retiral, generous cover for in-service ill-health and death benefits.

Further details available from  
<http://www.dundee.gov.uk/pensions>

**Probationary Period**

Your employment is subject to your satisfactory completion of a **6** month probationary period. The Company reserves the right to extend this period at its discretion.

**Non-Compulsory Retirement**

The Company has no fixed retirement age. The Company acknowledges that retirement is a matter of choice for individuals and will not pressurise any employee into resigning because they have reached or are approaching a certain age.

**Right to Work****Asylum and Immigration Act 1996**

The Act makes it an offence to employ an individual who is subject to immigration control and who does not have permission to reside in the UK and undertake paid employment. All offers of employment are conditional on production of documentary evidence of eligibility to work in the UK.

**Protection of Vulnerable Groups**

DCA is committed to the protection of children and vulnerable adults. Therefore, if the post for which you are applying is 'protected work' as it involves working with children or vulnerable adults, your permission will be sought to carry out a criminal record check.

**Notice Period**

You are obliged to give the Organisation one month's notice of your intention to terminate your employment.

The length of notice which you are entitled to receive from the Organisation to terminate your employment is one week until you have been continuously employed for two years; thereafter notice entitlement increases by one week for each year of continuous employment, up to a maximum of 12 weeks' notice once you have completed 12 years' continuous employment.



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## **Guidance Notes for Applicants**

These notes are intended to help you to participate in our selection process as effectively as possible and assist you in providing us with all the information that we need to help us understand how you meet the requirements of the role. Please read these notes carefully before completing your application form. If you have any difficulty in completing your form, please contact us at [dca.recruitment@dca.org.uk](mailto:dca.recruitment@dca.org.uk).

The application form plays an important part in the selection process, both as a tool for helping us to shortlist candidates for interview, and as a basis for the interview itself. To ensure fairness to all applicants, any decision to shortlist you for interview will be based solely upon the information you supply on your application form. Even if you are already known to DCA as a previous or current employee, it is important that you complete the form in full. We cannot take account in the selection process any previous knowledge we may have of you.

## **Examine the Job/Role Description and Person Specification**

All DCA vacancies will include a full job/role description with a person specification. The purpose and main duties and responsibilities for the post are outlined in the job/role description and the knowledge, skills and experience we are looking for in the successful candidate are listed in the person specification. It is important to read all the information in these documents before completing your application.

## **Review your Knowledge, Skills and Experience**

Look at the activities involved in the vacancy. Think about what evidence you can provide to demonstrate you have the necessary knowledge, skills and experience. You may also want to include voluntary/unpaid work experience, or experience gained via a role of responsibility in one of your leisure pursuits if this is relevant to the requirements of the vacancy.

## **Completing the Form**

DCA requires all candidates to submit an application form when applying for advertised posts. Application forms are available on the Dundee Contemporary Arts website: <https://www.dca.org.uk>

*Please note that we do not accept paper application forms, you must apply online. We also do not accept Curriculum Vitae (CVs) in support of, or instead of, your online application.*



It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application and that you complete all sections on the form. Please read the instructions on the application form, which are designed to assist you in providing us with information we need.

The section headed *'In conjunction with the Person Specification, please describe the knowledge, skills and experience you have gained in employment, voluntary work or through outside interests which you consider to be relevant to your application'* is a very important part of the form.

This is your opportunity to tell us specifically why you wish to apply for the vacancy and what makes you a suitable applicant. In this section it is important that you provide us with evidence to demonstrate that you possess the knowledge, skills and experience required as set out in the person specification for the role. It is not sufficient to merely state in your application that you have the knowledge, skills and experience required, you will need to provide specific examples of what you have done and how you believe this demonstrates you meet each requirement.

**Tip:** *Don't forget to proof-read your form and check for any errors before submitting it to us.*

## **Shortlisting**

Shortlisting will take place as soon as possible after the closing date. When shortlisting we are making an assessment on how closely your application meets the selection criteria set out in the person specification. The recruitment panel will go through your application in detail looking for specific evidence that you possess the essential knowledge, skills and experience required for the role. Unless you have provided specific evidence, supported by relevant examples, you are unlikely to be shortlisted.

You will be notified of whether you have been shortlisted or not via email. If you are shortlisted for interview, you will be contacted using the email address you provided on your application. Therefore, it is important that you check your email, or your myjobscotland online account, regularly.

You will have the opportunity online to select an interview time slot that suits you best from a range of options.

The selection process may include carrying out a selection exercise/presentation to test out your ability to carry out specific requirements of the role for which you have applied. If you have a disability and need any adjustments to be made in order for you to participate in the selection process, please contact us immediately on receipt of your interview invitation to discuss this so we can accommodate your needs. Where appropriate, DCA may also make use of technology such as Skype or telephone/face time as part of the selection process.

In some instances it may be necessary to hold the selection process in two stages and applicants may be called back for a second interview. You will be given full details about the arrangements if this applies to the selection process for the vacancy for which you are applying.

### **Outcome of Interview**

You will be notified of whether you have been successful or not via email as soon as possible after the selection process has been completed. DCA is happy to provide constructive feedback to candidates and you can request this by emailing [dca.recruitment@dca.org.uk](mailto:dca.recruitment@dca.org.uk). Candidates who are identified as our 'preferred candidate' will be contacted by email or telephone and their permission will be sought to request references.

### **Offers**

All offers to work at DCA, whether it is an offer of employment, casual work, internship or voluntary work are made subject to receipt of references, proof of identity, address and security clearance satisfactory to DCA.

In your application, you are required to provide details of two referees who can provide information about you which is relevant to your application. One of the referees must be your current or most recent employer. Please note, the application will automatically ask for one referee. Please ensure you add a second.

Under the Asylum and Nationality Act, we are required to check that anyone working with us has the legal right to work in the UK. All successful applicants will, therefore, be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to commencing their new role. Offers for roles working with vulnerable groups will be subject to a satisfactory PVG (Protection of Vulnerable Groups) check. Where this is required, it will be stated clearly in the job/role description.

In addition to these checks, as part of the recruitment and selection process you may be required to complete a medical questionnaire. This will be kept confidential and only viewed by our occupational health provider. In some cases, depending on the situation or the post, you will be required to undergo a medical or statutory health surveillance assessment by our occupational health provider.

### **Data Protection Act, 2018**

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 12 months and then destroyed. If you are the successful candidate, your application

form will be retained and form the basis of your personnel file. By signing and submitting your application form you are giving your consent to your data being stored and processed for the purpose of the recruitment process.

We hope you find the above information helpful and good luck with your application.

If you have any questions in relation to your application, please contact the HR Officer on 01382 432491. Alternatively you can email us on [dca.recruitment@dca.org.uk](mailto:dca.recruitment@dca.org.uk).