

National Theatre



Job Pack

**People Business Partner (Maternity Cover)
People Department
12-month Fixed Term Contract**

About the National Theatre



Our Purpose

The National Theatre (NT) makes theatre that entertains and inspires using its creativity, expertise and unique reach.

We share unforgettable stories with millions of audience members across the UK and around the world – on our own stages, on tour, in schools, on cinema screens and streaming at home.

World-leading artists make their best work at the NT with the widest possible audience and impact.

We invest in talent and innovation on stage and off. We take seriously our role as the nation's theatre. Of the new productions we develop each year with a wide range of theatre companies, a third of that R&D (Research and Development) resource is dedicated to shows staged at theatres outside London.

Through touring our work to local theatres and schools and nationwide education and community programmes, we are active in 71 of the 109 levelling up priority areas in the UK.

A registered charity with deeply embedded social purpose, the NT works with hundreds of schools and communities across the UK to spark imagination and inspire creativity, and to develop skills and pathways for careers in theatre.

Our key objectives as we look to the next five years are towards economic, environmental and social sustainability, upholding a culture that aims to take care of our people and the wider world.

Our Values

The values that guide us.

Make a positive impact, striving to make the world a better place through theatre.

Bring your passion, applying energy and expertise to achieve the highest standards.

Collaborate to create, bringing ideas to life through teamwork and forging connection.

Empower each other, working to build and uphold an inclusive and equitable culture.

Act with confidence, with the courage to make clear, intentional decisions that support our shared vision.

About the People Department



The make-up of the National Theatre's workforce is broad, consisting of permanent, fixed term, and casual staff, sub-contracted staff, and freelancers. We employ circa 1000 permanent staff and circa 2000 freelance or contracted workers within the NT at any one time.

The People Team provide advice, guidance and support to all National Theatre staff, line managers and senior leaders on People-related policies; terms and conditions of employment; recruitment and selection; performance management; staff engagement; diversity and inclusion; trade union and employee relations; discipline, grievance, and capability processes; and training and career development.

We pride ourselves on providing a customer-focused, flexible, and agile service, and aim to support and facilitate an open and inclusive culture where all staff can thrive.

Contract Type: 12 month Fixed Term Contract (maternity cover)

Hours: 35 hours per week. Although additional hours may be necessary in order to fulfil the post's requirements.

We would be open to a discussion and requests for alternative, part-time hours and work patterns as well a potential job share. Please do state in your application if this would be something you would like us to consider for you.

Salary: £48,666 per annum

Responsible to: Deputy Director of People



Purpose of the Role

The People Business Partners work strategically with managers and support staff providing advice and guidance, in developing people solutions to enable the organisation to meet its objectives.

Working closely with the People Operations, Resourcing, and Development areas of the People team, the Business Partners collaborate with the Advisors and Co-ordinators to ensure smooth-running of all aspects of the employee lifecycle.

Duties and Responsibilities

- Build strong working relationships with managers, providing pragmatic, strategic, and flexible guidance to support them in managing change and meeting their organisational objectives
- Advise all staff and managers on terms and conditions of employment, policies and procedures as outlined in the Staff Handbook, and on all day-to-day People-related matters
- Support managers in the performance management of staff, including providing guidance on capability procedures and appraisals
- Collaborate with the People Resourcing team to advise on recruitment and selection processes at all levels, including benchmarking, developing a range of approaches and participating in interviews
- Ensure the implementation of sickness absence procedures and offer advice to managers, including: attending absence review meetings, making referrals to Occupational Health, and producing absence management reports for monitoring purposes
- Collaborate with the People Development team to support learning and development needs across the organisation, enabling bespoke departmental planning
- Assist with disciplinary and grievance processes including the preparation of all associated documents and acting as the People representative in investigation meetings and/or hearings as required
- Help to develop and implement initiatives aimed at achieving the NT's goals on diversity and inclusion, and employee engagement
- Keep up to date with changes in employment law and current People best practice, using initiative to put this into practice where relevant and appropriate, including writing and updating policies and procedures
- Provide management with relevant information as required, utilising and developing the internal NT People database
- Work with the Director and Deputy Director of People on ad-hoc projects as required, in response to the needs of the organisation
- Work with the Deputy Director of People as required in Trade Union negotiations relating to terms and conditions of employment of union-represented posts within the organisation
- Carry out general People-related administration as required, including processing payroll forms, and supporting People Advisors and Coordinators with advice and guidance as appropriate to ensure the smooth operation of an efficient People service
- Comply with the NT's Equity, Diversity and Inclusion (EDI) and Health and Safety policies at all times
- Any other duties as reasonably required, commensurate with the level of the position.

Person Specification

Essential

- CIPD level 5 qualified or equivalent level of experience
- Previous experience of working in a generalist HR/People role, engaging and consulting with key stakeholders to deliver business needs in line with strategic objectives
- Experience of working in partnership on the management of change programmes, with the necessary knowledge of a legal and policy framework
- Excellent communication skills, both written and verbal
- Strong interpersonal skills and the ability to build and maintain relationships with staff at all levels, facilitating conversations where needed
- Up-to-date knowledge of employment law and HR/People best practice
- Experience of using a database to analyse information and produce reports
- Skill and experience to work collaboratively and can drive projects through to completion and share learning
- Flexible approach to People management, with the ability to adapt to changing business needs and a variety of requirements within a large, complex organisation
- Experience of managing multiple priorities and a busy workload
- A working knowledge of and experience of Equity, Inclusion and Diversity in all aspects of work
- Ability to work under guidance with strong team-working skills, coupled with the ability to use initiative and be self-motivated
- Have tact, discretion and the ability to maintain confidentiality at all times.

Recruitment Process

Link to apply: <https://jobs.nationaltheatre.org.uk/>

Closing date: Friday 21st February 2025

Interview dates: First round interviews w/c 3rd March 2025

Further queries: email recruitment@nationaltheatre.org.uk

Benefits

- Complimentary staff tickets for shows and guided tours, subject to availability and policy
- 25 days annual leave increasing up to 32 with length of service (plus bank holidays)
- Training and Development Programme via e-learning platform, and specialist in-person training relating to role
- Hybrid and flexible working, subject to agreement and policy
- Access to interest-free season ticket loan and cycle scheme partnership
- Enhanced sick pay
- Family Friendly policies including Family leave and Support leave.
- Family-friendly employer – we are a member of Parents and Carers in the Performing Arts (PiPA)
- Pension schemes with Legal & General and NEST
- Sabbatical option, subject to agreement and policy
- On-site staff canteen and social facilities
- On-site occupational health support
- In-house mental health and wellbeing advisors providing workplace counselling and support
- Wellbeing programme of events, including mental health awareness, financial wellbeing, skills sharing and opportunities to get active
- Exclusive staff talks to hear more about NT productions, past and present, from leading practitioners
- Discounted access to National Theatre at Home
- Volunteer leave – one paid day per year to volunteer for your chosen charity
- Discounts in the NT's bars, cafés, restaurants, and bookshop, as well as in local businesses (from Wagamama to gyms), on and around the South Bank
- Access to retailer discounted gift cards and a cash-back-on-spending card

Staff networks and communities:

The National Theatre has five staff networks:

[Disability Network](#)

[LGBTQ+ Network](#)

[Amplified: Network](#) for the Global Majority

[Women's Network](#)

[Parents and Carers Network](#)

The networks are run voluntarily by our staff.

We are committed to treating all our employees with dignity and respect. We support our diverse workforce to thrive in an inclusive and supportive working environment that is driven by our organisational values, mission and vision.

As users of the disability confident scheme, we guarantee to interview disabled applicants who meet the essential criteria for our vacancies. If you would like to speak to someone about any adjustments or have any questions about the recruitment process, you can email recruitment@nationaltheatre.org.uk or call us on 02074523834

