

National Theatre

People Policy & Engagement Partner
Permanent

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 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 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: Permanent

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: £48,646.58 per annum

Responsible to: Deputy Director of People

Key Stakeholders People Business Partners and Advisers, Head of Organisational Development, Head of Equity, Diversity and Inclusion, Head of Access, Trades Unions



Purpose of the Role

You will lead on the development and review of employment policies, undertaking benchmarking and researching best practice to ensure the NT has a full range of accessible and inclusive policies. You will analyse and interpret business intelligence and workforce data to inform policy development and decision making whilst working with colleagues to develop guidance and training for managers and act as the department's central advisory expertise. You will lead on work related to the NT's pay framework and policy and manage engagement surveys, developing routine reporting and analysis.

Duties and Responsibilities

Policy

- Ensure the development and delivery of the full range of inclusive and accessible employment policies that support the NT's mission and objectives.
- Undertake external benchmarking and research for the purposes of developing best practice and legally compliant employment policies.
- Develop a framework for monitoring updates and revisions of employment policies in an appropriate timeframe.
- Support the development and embedding of the NTs new pay principles and framework.
- Create and maintain of a job description library linked to the NT's new pay framework.
- Create and maintain the pay framework records, ensuring updates as appropriate.
- Manage the process of consulting on new policies and changes to current policies with stakeholders including trade unions, managers and colleagues within the People and Culture Departments.
- Develop managers guides to support the implementation of employment policies.
- Analyse and interpret business intelligence and workforce data to inform policy development and decision making.
- Ensure equality impact assessments are undertaken on employment policies.
- Develop a communication plan to ensure a clear and wide understanding of all employment policies.
- Work with the People Business Partners/Advisers to ensure new policy and best practice is embedded into the organisation through face-to-face briefings and inclusion on digital platforms.
- Act as central advisory expertise on all employment policy.

Engagement

- Manage staff engagement surveys, specifically the quarterly pulse survey, with a view to working on embedding wider engagement activity.
- Develop routine reporting and analysis from the pulse survey, working with People Business Partners/Advisers to support managers in this.
- Collate, analyse and report on NT data including exit interview and staff survey feedback, identifying themes and trends.

Person Specification

- Experience across a range of People functions that demonstrates an ability to work autonomously across a range of functions, including generalist, policy development, reward and interpreting terms and conditions.
- Experience of analysing and presenting information both written and verbally in informal and formal settings.
- Experience of working with information, databases, and ability to interrogate and analyse data.
- Experience of working in a flexible and pragmatic way to problem-solving. Able to seek and exploit opportunities to advance objectives.
- Proven ability to communicate effectively orally, digitally and in writing adapting the message for a diverse audience in an inclusive and accessible way.
- Experience of managing multiple stakeholders, with the ability to build strong collaborative working relationships.

Recruitment Process

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

Closing date: 7 May 2024, at 12 noon

Interview dates: 22 May 2024

Further queries: email recruitment@nationaltheatre.org.uk

Benefits

- Complimentary staff tickets for shows, subject to availability and policy.
- Discounts in the NT's bars, cafes, restaurants, and bookshop, as well as in local businesses (from Wagamama to local childcare providers & gyms on and around the South Bank).
- Access to interest-free season ticket loan and cycle scheme partnership.
- Pension schemes with Legal & General and NEST.
- 33 days annual leave increasing up to 40 with length of service (including bank holidays).
- Sabbatical option, subject to agreement and policy.
- Generous sick pay.
- Family-friendly employer with supporting policies.
- Hybrid and flexible working, subject to agreement and policy.
- Training and Development Programme via e-learning platform, and specialist in-person training relating to role.
- On-site Occupational Health and Wellbeing support.
- Free-to-access Employee Assistance Programme, enabling counselling and mental wellbeing support, financial and legal advice, and advice on caring responsibilities.
- On-site staff canteen and bar.

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 Carer's Network](#)

The networks are run voluntarily by our staff.

The NT is also a member of Parents and Carers in the Performing Arts (PiPA)

We want our workforce to be representative of all sections of society and welcome applications from everyone.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the essential criteria for our vacancies.

People Department 2023

