



ROYAL
MUSEUMS
GREENWICH

rmg.co.uk

Senior People Partner



Candidate information pack

Cutty Sark | National Maritime Museum | Royal Observatory | The Queen's House

Background and context

Senior People Partner

Thank you for your interest in joining People and Culture at Royal Museums Greenwich. We are excited to review your application for the Senior People Partner role.

This recruitment pack provides you with important information about our organisation, the role we are hiring for, and the application process.

About Royal Museums Greenwich

Royal Museums Greenwich currently employs around 600 staff and engages around 250 volunteers. It is a National Museum and comprises a collection of diverse historical sites, including the National Maritime Museum, the Royal Observatory, Cutty Sark, and the Queen's House. We form a campus within the Maritime Greenwich World Heritage site, with supporting operations at the Prince Philip Maritime Collections Centre in Kidbrooke, the Brass Foundry in Woolwich, and administrative offices in Greenwich.

We work closely with other WHS partners, including the Old Royal Naval College, Greenwich University, and Visit Greenwich, to welcome approximately 19 million visitors to Greenwich and 3 million visits to Royal Museums Greenwich per year.

The Royal Museums Greenwich collections hold over 2.5 million items and include the largest maritime library and archive in the world. We are a place to explore the sea, space, art and history, and our content strategy – Charting Our Course – puts serving our communities and stakeholders at its heart, in line with our function as a collection of museums and heritage sites.

Royal Museums Greenwich is a Non-Departmental Public Body (NDPB) sponsored by the Department for Culture, Media and Sport (DCMS). Approximately half of our funding comes direct from DCMS, and the remainder is self-generated. Our offer includes both free entry (National Maritime Museum and The Queen's House) and charging sites (Royal Observatory and Cutty Sark), and we undertake a full range of income-generating activities, including exhibitions and events, courses, retail, and fundraising.



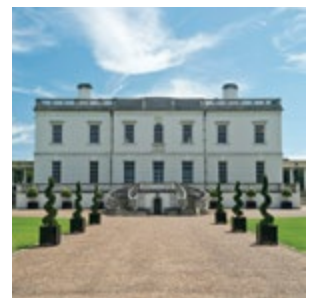
Cutty Sark



National Maritime Museum



Royal Observatory



The Queen's House

People and Culture Team

Royal Museums Greenwich, located in an outstanding area of southeast London, possesses a rich cultural history that transcends its exhibits. At the heart of its workforce stands the People and Culture team.

The dynamic People and Culture team at Royal Museums Greenwich goes beyond administration. Their function is the catalyst for encouraging positive change and shaping the Museum's work environment. The team manages the employee lifecycle, with a fair and considerate approach. They actively promote inclusive, wellbeing-focused working practices and provide learning and development opportunities to the whole organisation, whilst managing the acquisition of exceptional talent from our staff to our volunteers.

Championing equity and diversity, the team implement policies and procedures which are tools to support the needs of its staff and organisation. Staff wellbeing is paramount, with a holistic approach addressing physical, mental, and emotional wellness. These considerations are fed into the creation of our policies to reflect our commitment to creating a positive and safe environment where staff feel supported.

People and Culture are currently leading the implementation of a curated development programme of opportunities, such as Royal Museums Greenwich's Cultural Competency training. The team work with external providers to deliver bespoke learning opportunities including Active Bystander training and Mental Health First Aider training. The development of the Management Development Programme, curated to support the professional development of our managers, has been an outstanding success, showing our commitment to staff development and ensuring that every staff member feels valued.

Talent acquisition is a fundamental process of the employee lifecycle. People and Culture supports hiring managers throughout the recruitment and selection process, as well as helping staff to identify opportunities for volunteering, student placements and work experience. Safeguarding and a non-biased approach are prioritised to ensure that a fair process is followed across the organisation.



Through all these functions, Royal Museums Greenwich's People and Culture team work best when there is collaboration with Royal Museums Greenwich's staff, managers and the Trade Union. By aligning goals and ambitions with The Royal Museums Greenwich Plan and Charting our Course, People and Culture serve as ambassadors, presenting Royal Museums Greenwich as an employer of choice.

In conclusion, the People and Culture team at Royal Museums Greenwich is a strategic driver, significantly contributing to its position as a cultural beacon in London. Through diversity initiatives, wellbeing programmes, and collaborative endeavours, the team ensures Royal Museums Greenwich continues to inspire, educate, and support all at Royal Museums Greenwich.

Kind regards,

Paddy Rodgers
Chief Executive Officer/Director

Job Description and Person Specification

Senior People Partner

Annual salary: £50,925

This post is responsible for leading and managing a team that delivers a high quality, inclusive, problem solving, and people focussed HR service to all levels of management and staff. The purpose of this post is to manage, supervise and support employee relations, employee wellbeing, and diversity and inclusion initiatives, managing the employee life cycle.

Key Responsibilities

- Lead and manage a focussed team, within the remit of employee relations, and in particular casework, health and wellbeing and HR onboarding and administration, ensuring engagement and service levels are a priority so RMG benefit from having a knowledgeable and motivated team of People Partners.
- Organise and direct the employee relations function, ensuring the timely and effective progression of formal casework, ensuring appropriate risk management, stewarding policies and reasonable practices, and raising standards of quality and managerial capacity.
- Managing a direct caseload of complex employee relations cases, including leading on liaison with ACAS, external investigators, and legal advisors, preparing for and attending Employment Tribunals, and supporting the drafting of reports, letters, and other correspondence.
- Build and maintain effective working relationships with senior leadership team, acting as an expert strategic adviser on a range of employee relations matters and as a point of escalation for employee relations enquiries emerging from other teams, actively coaching, supporting, and mentoring colleagues to grow team capability and support development.
- Record, monitor, follow up and report on the performance of the employee relations function and policy adherence, including identifying trends, themes, lessons learned, and areas for improvement of management capability and practice, using this to evaluate, develop, and continuously improve people policies and associated procedures, guidance, training, and templates.
- Lead the drafting of new/revisions to people policies, the process of consultation and negotiation with relevant stakeholders, and the communication and embedding of new/revised practices across the workforce.
- Ensure the approach to people partnering is aligned with business objectives, so RMG are supportive of priorities and our people.
- Work with people management strategies so RMG is a high performing organisation.
- Advise and coach the Talent Acquisition and Volunteer team on volunteer related cases using RMG policies.
- Ensure the People and Culture team are applying RMG policies correctly and using up to date employment legislation and best practice when advising and coaching managers, minimising legal risk and improving employee experience.
- Supporting the People and Culture diversity and inclusion work, taking an active part in developing cultural competence across the organisation and developing initiatives to embed inclusive practices across the organisation which embrace differences, thereby supporting an inclusive culture across RMG.
- Oversee the team in developing and maintaining people related systems, tools, procedures, and ways of working to ensure modern digital solutions, efficiency, effectiveness to add value and ensure cost effectiveness for RMG.
- Take an active part in implementing the wellbeing strategy liaising with the Disability Advisory Group, and ensuring the team is actively managing and developing initiatives to improve staff health and attendance across RMG.
- Develop and maintain the occupational health and employee assistance provider contracts to ensure best value for money and high levels of staff usage.
- Liaise with union and staff group representatives and maintain a positive and transparent relationship.

Other Responsibilities

- Manage relevant budget lines such as staff awards and corporate health.
- Working closely with relevant team members to fully embed and oversee staff awards and long service awards so staff feel recognised and valued and encourage a positive feedback culture.
- Oversee the Freelancer/IR35 process, and Known Consignor expectations for the team, providing guidance to managers so RMG are legally compliant.
- Sustainability – ensure their ways of working meet the museums values around sustainability.
- Health and Safety – observe all Health and Safety rules and procedures as laid down and attend all relevant training as required.
- Equality, Diversity, and Inclusion (EDI) – support a departmental culture which values and promotes a positive attitude to Equality, Diversity, and Inclusion.
- Carry out any other duties when required.
- Ensure key projects and tasks are progressed and successful.

Essential criteria

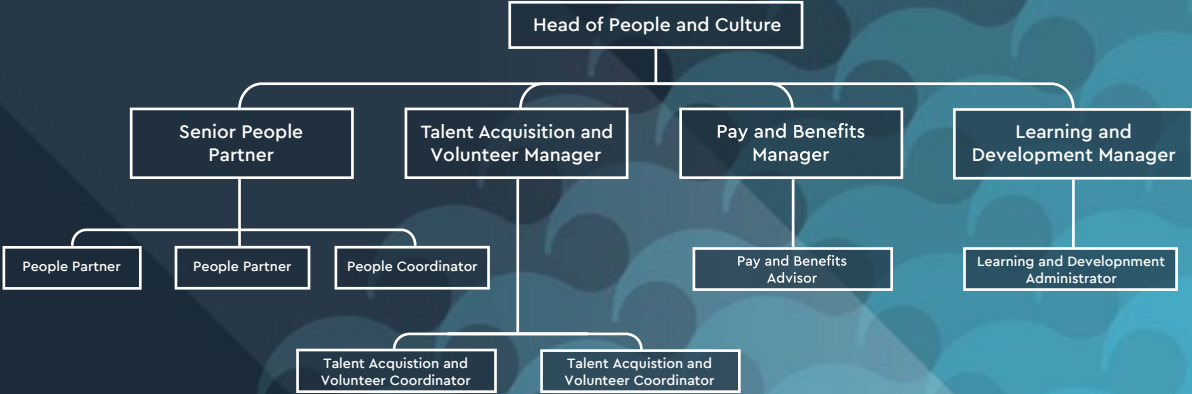
- Proven experience in managing an HR case work portfolio, which includes conducting discipline and grievance investigations, hearings and appeals, ACAS Early Conciliation and Employment Tribunals, as well as overseeing attendance and performance management processes to their conclusion including advising on reasonable adjustments and promotion of wellbeing.
- Demonstrated ability to provide high-quality advice and guidance to senior leaders and managers, leveraging employment legislation, case law and best practices, and making well-informed decisions based on the specific situation.
- Established success in coaching managers and leaders on various HR matters, empowering them to manage risk, resolve conflict, support their team members to excel at work, and foster cohesion and trust within a hybrid workforce.
- CIPD qualified.

- Excellent and adaptable communication and interpersonal skills. Friendly, open, approachable, and supportive manner.
- Enjoys working with a variety of people, with a strong ability to listen effectively.
- Highly organised with an ability to effectively prioritise and support others with prioritising.
- Experience of using and developing HR Information Systems with experience in analysing data and reporting.
- Experience in the application of IR35.
- Strong understanding of confidentiality and GDPR requirements.
- Workshop development and presenting experience.
- Interest and pro-active approach to continuing professional development.
- Experience and interest in managing employee wellbeing and diversity and inclusion initiatives.

Desirable criteria

- Experience of ITrent and Business Objects reporting.
- An interest in the museums, cultural and heritage sector.
- Be prepared to be flexible in meeting the demands of the role, as the role may involve some evening and occasional weekend work.
- CIPD Chartered Membership.
- Previous experience of line managing a small team.

Department organogram



Benefits at Royal Museums Greenwich

Royal Museums Greenwich has a number of benefits to ensure our staff are supported, alongside the perks of great colleagues and an outstanding working environment, in a UNESCO World Heritage Site.

Financial

- Group Personal Pension scheme with minimum Employer pension contribution of 8.5%, with employee contribution of 1.5% (also available is an employer contribution of 10%, with employee contribution of 3%)
- Free Life Assurance Scheme covering you for 6 times your annual salary
- Interest free season ticket and bike loans
- Gym membership loan
- Learning loan
- Cycle to Work scheme
- 30% discount in our cafes and shops
- Staff Awards scheme
- The Charity for Civil Servants
- VDU Eye care e-Vouchers
- Seasonal flu jabs
- Access to health cash plan and Benenden Health
- Access to a local credit union

Wellbeing and Development

- Enhanced pay for maternity, paternity, adoption and shared parental leave
- Training opportunities and continuous performance management reviews to support personal and career development
- Employee Assistance Programme
- Subsidised activities such as massages and yoga
- Dedicated Wellbeing Champions
- Flexible/hybrid working

Exhibitions at Royal Museums Greenwich

- Unlimited free tickets to special exhibitions, paid sites and planetarium shows
- NMDC Reciprocal Agreement for free admissions to other museums and galleries' paid exhibitions
- Staff are invited to attend functions from gallery openings to specialist lectures



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Application process

To apply for Senior People Partner's role, please submit an application form via Vacancy Filler by **23:59 on Sunday 21 April 2024**.

You will be asked to enter the following:

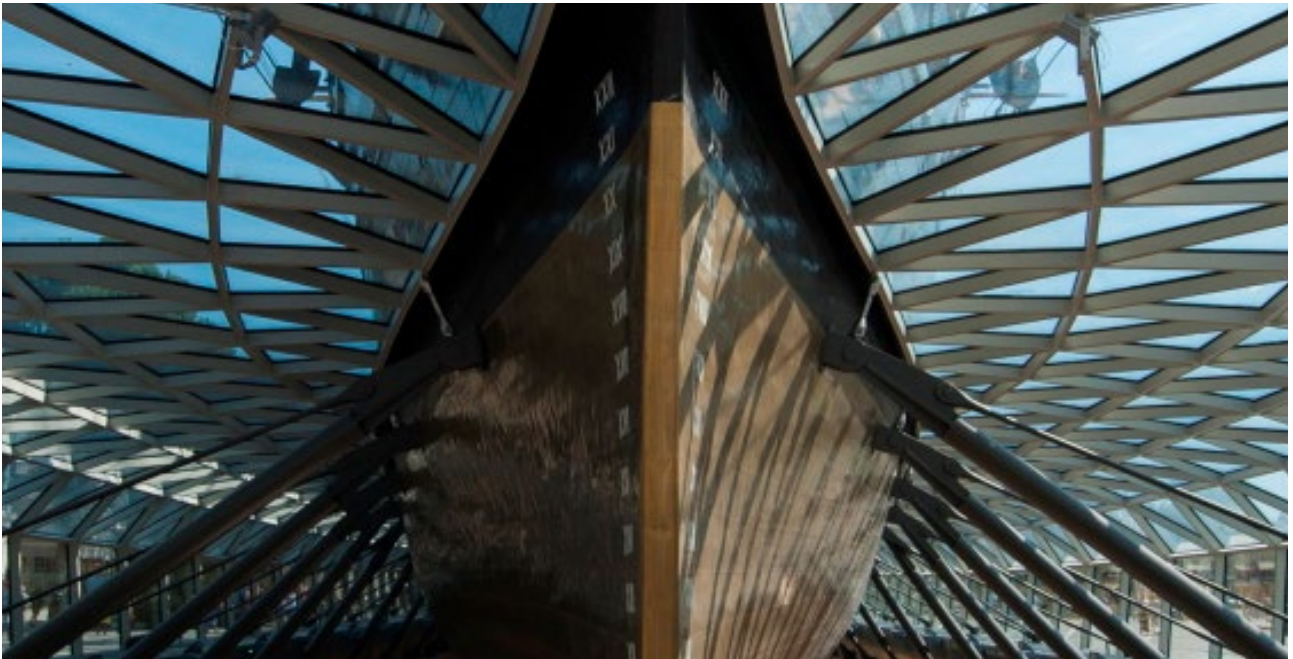
- 1 Updated CV:** Please provide details from your CV. This should include your employment and education history as well as any other relevant information which you would like the hiring managers to know.
- 2 Supporting Statement:** Please detail how your skills, knowledge and experience are applicable to this post. We suggest you refer to the job description and person specification to assist you.

Selection Process

Once we receive your application, our hiring managers will carefully review your documents. If you are shortlisted, you may be invited for an interview and/or further assessments to evaluate your suitability for the role.

If you have any questions regarding the application process or the role, please contact us at recruitment@rmg.co.uk.

We look forward to reviewing your application.



We welcome applications from everyone who meet the criteria and strongly encourage individuals to apply who have a disability, impairment or health condition or individuals who identify as Black, Asian or from another minority ethnic background, as these groups are currently under-represented at Royal Museums Greenwich.

Royal Museums Greenwich is an equal opportunities employer. We will not discriminate either directly or indirectly on the grounds of race, sex, sexual orientation, gender reassignment (or gender identity), religion, or belief, marital or civil partnership status, age, disability or pregnancy and maternity as per the Equality Act 2010.

We actively work with Disability Confident scheme and ask that you let us know if there are any

reasonable adjustments you need or things you would like us to know during the application or interview process, which may include being provided the interview questions in advance, requiring a step free interview space, that you are eye-contact avoidant, or having the interview questions in a written format or additional time in timed tests, interviews or other assessment activities.

We are committed to safeguarding the wellbeing of all visitors, employees and volunteers who are involved in or affected by our work. All children and adults, regardless of age, disability, sex, racial heritage, religious belief, sexual orientation, or gender identity, have the right to equal protection from all types of harm or abuse and the right to be treated with respect. All employees and volunteers have a duty to prevent the abuse of children and vulnerable adults.