

HALLÉ

HR MANAGER

PART TIME: (3 DAYS – 21.75HRS)

Recruitment information pack



CONTACT DETAILS FOR THIS APPLICATION

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1. BACKGROUND

the most articulate, consistently beautiful playing of any full-time orchestra in recent years.

THE SPECTATOR

Concerts like this renew one's faith in the ability of British orchestras not just to survive but to flourish, startle and exhilarate

THE TIMES

Innovation has been central to the Hallé since its foundation in 1858 by Sir Charles Hallé, a true pioneer. His fundamental belief that music should be for everyone remains central to the orchestra's vision today, yet the Hallé is much more than just a world-beating symphony orchestra. Its collective spirit can be felt in the variety of communities it embraces, the diversity of the ensembles it nurtures and the array of different concerts it offers.



Since 1858, Sir Charles Hallé's ground-breaking work has been continued by other musical legends: Hans Richter, Hamilton Harty, John Barbirolli and Sir Mark Elder. The 2023-2024 season was Sir Mark's final one as Music Director and he stepped aside after almost a quarter of a century at the helm. From the 2024-2025 season, Sir Mark has taken the role of Conductor Emeritus and passed the baton to Kahchun Wong, who opens a new chapter for the Hallé as Principal Conductor and Artistic Advisor.

At the heart of the Hallé are its players, led by their dynamic Leaders, Roberto Ruisi and Emily Davis. Hailing from over 14 different countries, they are extraordinary, multi-skilled individuals in their own right - soloists, chamber musicians, educators and more - who, when united in concert, create the unique and world-famous Hallé sound.

Originally based in Manchester's Free Trade Hall, the Hallé has been resident at the specially built Bridgewater Hall, one of the world's great concert venues, since it was opened in 1996.



Hallé St Peter's opened in the resurgent area of Ancoats in 2013 and now includes the triple RIBA Award-winning Oglesby Centre. It provides a home for the Hallé to rehearse, record and perform, as well as a base for Hallé Connect, the banner that unites all the Hallé's varied schools and community work and ensembles.

The Hallé performs to over 100,000 people annually at The Bridgewater Hall and this season its expanded offering includes hour-long immersive Rush Hour concerts, specially devised family performances and a series of unique collaborations with celebrated artists from other genres in 'The Hallé Presents ...'. Hallé St Peter's hosts a series of relaxed concerts and an incredibly popular lunchtime Chamber Series that frequently attracts capacity audiences.

One of the biggest initiatives of its kind in the world, Hallé Connect's education and outreach projects inspire and engage more than 76,000 people a year, bringing music in its broadest sense to many who have never before visited

a concert hall. The ever-expanding family of ensembles welcomes over 700 people, aged eight and upwards, through its doors each week.

In addition, the Hallé holds residencies in major cities across the North West, performs regularly at prestigious international festivals, such as Edinburgh and the BBC Proms, and tours overseas, reaching another 70,000 listeners, both here and abroad. Encouraged by an enhanced social media presence, the Hallé has seen a dramatic increase in younger audiences, as well as the launch of its own record label, filmed concerts released online, expanded repertoire with brand-new commissions and numerous awards, including a 2022 South Bank Sky Arts Award and a 2024 RPS Award for Manchester Classical.



1.1 THE ORCHESTRA

The players in the Hallé are among the finest in the world and have come from 14 countries all over the world to work in Manchester. Many teach at the Royal Northern College of Music and Chetham's School of Music and other UK wide specialist Conservatoires and schools, playing and teaching in the wider community. All are involved in the Hallé's concerts in the UK and overseas and are central to our huge community and outreach programme.

The Orchestra has 80 permanent posts (with some players employed on part time contracts) and gives around 140 concerts and events each year

Further information about the Orchestra and its performances is available at www.halle.co.uk



1.2 EQUITY, DIVERSITY INCLUSION AND BELONGING

The Hallé Concerts Society is embedded in its city and aims to reflect the great diversity of Greater Manchester in all areas of its work: musicians, staff, Board participants and audiences.

Our ambition is to ensure that all employees and job applicants are given equal opportunity and that our organisation is representative of all sections of society. Each employee will be respected and valued and able to give their best as a result. We're committed to providing equality and fairness to all in our employment and not provide less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation. We are opposed to all forms of unlawful and unfair discrimination. All employees, no matter whether they are part-time, full-time, or temporary, will be treated fairly and with respect.

But simply having a diverse workforce is not enough. We want to build an inclusive environment, where everyone can develop to their full potential. We celebrate our differences, and recognise the importance of teams reflecting the activities and communities they serve.

2. THE ROLE

2.1 JOB OVERVIEW

The role is responsible for ensuring that HR services align with the organisation's operational and strategic goals. Key responsibilities include attracting, recruiting, developing and retaining high quality staff, while also supporting our commitment to equity, diversity, inclusion, belonging and wellbeing..

The position reports to the Finance Director and collaborates closely with the Senior Management Team, especially the Head of Concerts, and the Office Manager.



2.2 KEY RESPONSIBILITIES

The Key Tasks of the role are:

- Review and develop HR policies and procedures to ensure they are effective and support the Hallé's Strategy and Values and comply with current legislation.
- Be a leading member of the Equity Diversity Inclusion and Belonging (EDIB) Committee to help drive positive change and ensure that this is integral to all people policies, processes and practices.
- Establish an effective recruitment process for all vacancies, ensuring the Hallé can continue to attract and retain top talent across all departments, advising and supporting managers as necessary.
- Develop the induction process for all new starters including management of probationary periods.
- Lead on managing and developing the appraisal process and equip line managers with the performance management tools and support required to build and maintain high performing teams who can deliver high quality results.
- Through proactive engagement and communication, promote and nurture a positive workplace culture that reflects the Hallé's values and encourages high levels of employee engagement and wellbeing.
- Manage all employee relation processes including disciplinary and grievance, supporting other managers within the processes.
- Review compensation and benefits to ensure they remain competitive and aligned with the company's objectives, including involvement in the annual pay review cycle.
- Oversee the annual leave and absence management recording and reporting.
- Create and manage a Training and Development strategy and framework which ensures people are fully trained, supported and nurtured to be their best, sourcing internal and externally delivered training programmes. Work collaboratively with the Chief Executive and the Senior Management Team to develop an overall people strategy and HR vision for the organisation.

- Develop and analyse HR metrics to support the HR vision and guide decision-making and strategic planning including robust business rationale and costings as required.
- Keep up to date with legislation, external trends and best practice HR, and proactively share knowledge with managers.
- Uphold the Hallé's Values and ensure that our HR policies and procedures support these Values at all times.
- In addition, the post-holder may be required to undertake other reasonable duties commensurate with their post and depending upon the requirements of the Hallé.

2.3 PERSON SPECIFICATION

ESSENTIAL SKILLS AND ABILITIES

- Qualified to CIPD level 5 or higher.
- Experience working within HR at a comparable level.
- Comprehensive knowledge and understanding of current employment legislation and regulation.
- Experience of embedding diversity and inclusion into HR practices.
- Experience in promoting and instilling a culture of equity, fairness and consistency in the handling of employee relations issues.
- Experience of supporting and equipping managers/departments including coaching.
- Experience in supporting recruitment activity, including at senior level.
- Able to influence and communicate on all levels.

DESIRABLE SKILLS AND EXPERIENCE

- Experience working in an arts organisation (or similar charity-based organisation).
- Experience of creating a training and development strategy.
- Experience of working in a Unionised environment.



3. CONDITIONS AND BENEFITS OF THE POST

SALARY

The pro-rata salary for this post will be £30,000 per annum (FTE of £50,000).

HOLIDAYS

The annual holiday allowance for full-time employees is 25 days plus public holidays, increasing by an additional day for each 3 years of service up to a maximum of an additional 10 days. The pro-rata holiday allowance for this post will be 60% FTE.

PENSION

The Hallé offers an excellent contributory pension scheme with an employer contribution of 5.75% and generous health insurance and life assurance policies.

OTHER BENEFITS

- Complimentary tickets to Hallé concerts
- Support for physiotherapy treatment
- Cycle to Work scheme
- Employee Assistance Programme, providing advice and support to employees and their families

HOURS

The post is part-time permanent, 3 days (21.75 hours) a week. Our core office hours are 09.00-17:15, from Monday to Friday and flexibility can be agreed with the line manager.

PROBATIONAL PERIOD AND PERIOD OF NOTICE

The first three months of employment will be a probationary period during which the employment may be terminated by either party on giving the other notice of one week. Thereafter notice is three months on either side.

REFERENCES

The appointment is subject to the receipt of satisfactory references.

RIGHT TO WORK

The post is contingent upon the candidate providing satisfactory evidence of an entitlement to work in the UK. Generally, this means showing a British passport, a passport from a country within the European Economic Area (EEA), or a passport from a non-EEA country, which gives the right to work in the UK. If you cannot provide one of these passports, we will need to see one or more additional documents (dependent on your circumstances).

4. THE SELECTION PROCESS

The administrative arrangements in respect of this appointment are being undertaken by Linzi Watts, to whom completed applications should be returned by 12 noon on **Monday 25 November 2024**. First interviews will be held on **Thursday 28 & Friday 29 November 2024**.

FURTHER INFORMATION

For further information or to clarify any points relating to this appointment, please contact Linzi Watts (contact details at the beginning of the pack).

5. HOW TO APPLY

Download the application form and Equal Opportunities form from our website, www.halle.co.uk
Complete and submit them via email: linzi.watts@halle.co.uk

6. ADVERTISEMENT COPY

HALLÉ CONCERTS SOCIETY

HR Manager (part time: 3 days – 21.75hrs)

£30,000 per annum (FTE of £50,000)

We are seeking to appoint an HR Manager.

The role is responsible for ensuring that HR services align with the organisation's operational and strategic goals. Key responsibilities include attracting, recruiting, developing and retaining high quality staff, while also supporting our commitment to equity, diversity, inclusion, belonging and wellbeing. The position reports to the Finance Director and collaborates closely with the Senior Management Team, particularly the Head of Concerts and the Office Manager.

The Hallé takes equality, diversity and inclusion very seriously and welcomes applications from everyone. But simply having a diverse workforce is not enough. We want to build an inclusive environment, where everyone can develop to their full potential. We celebrate our differences, and recognise the importance of teams reflecting the activities and communities they serve.

We operate an Equal Opportunities Recruitment Policy and welcome applications from all sections of the community. We would particularly welcome applications from applicants who identify as disabled, D/deaf, and/or neurodivergent who can bring their own lived experience to this role.

The Hallé will provide support to ensure that you feel comfortable stepping into the organisation, the type of which may be new or unfamiliar to you, so that you can feel your best self at work. Mentoring or training will be provided during the induction period, if required.

For more information about this role, including a full job description and how to apply, please visit our website.

The closing date for applications is 12 noon on **Monday 25 November 2024**

First interviews will be held on **Thursday 28 and Friday 29 November 2024.**

APPENDIX A

HALLÉ CONCERTS SOCIETY ORGANISATIONAL CHART

CHIEF EXECUTIVE

Personal Assistant and Office Manager

All Director posts (bold) are members of the Senior Management Team and report directly to the Chief Executive

HEAD OF ARTISTIC PLANNING ^(P/T)

- Senior Artistic Planning Manager [Deputy]
- Artistic Planning Manager (Residencies) ^(P/T)
- Artistic Planning Manager (Pops) ^(P/T)

FINANCE DIRECTOR

- Finance Manager
 - Assistant Finance Manager
 - Finance Assistant

HEAD OF HALLÉ CONNECT

- Education and Outreach Manager
 - Community Outreach Administrator
 - Children's Choir and Education Administrator
 - Connect Administrator
- Ensembles Manager
 - Youth Ensembles Administrator
 - Choral Administrator ^(P/T)

COMMUNICATIONS AND DIGITAL DIRECTOR

- Head of Brand & Design [Deputy] ^(P/T)
- Digital Manager
 - Digital Content Producer
- Marketing & PR Manager ^(P/T)
 - Communications and Digital Assistant
- Publications Manager ^(P/T)
- Marketing Officer

HEAD OF CONCERTS

- Concerts Manager
 - Concerts Administrator/PA to Music Director
- Librarian ^(P/T)
 - Assistant Librarian
- Orchestra Manager
 - Assistant Orchestra Manager
 - Transport and Stage Manager
 - Assistant Stage Manager

VENUES DIRECTOR

- Venues Operations Manager
 - Venues Operations Officer
 - Venues Operations Officer
 - Venues Housekeeper ^(P/T)
- Venues Sales and Events Manager

DEVELOPMENT DIRECTOR

- Individual Giving & Legacy Manager, Archivist [Deputy]
 - HLF Archivist ^{(P/T) (F/T)}
 - Halle St Peter's Community Producer ^{(P/T) (F/T)}
 - HLF Project Manager ^{(P/T) (F/T)}
- Corporate Partnerships and Major Trusts Manager ^(P/T)
 - Development Officer
 - Development Assistant (Trusts and Foundations)

(P/T) Part time • (F/T) Fixed term