

Job Description

Job Title:	HR Advisor	Department:	Shared Services
Responsible To:	Head of Shared Services	Salary:	£28,000
Location:	Pitlochry	Position Type:	Permanent
Working Hours:	Full-time		
Key Relationships	The post holder reports to the Executive Director, will work closely with colleagues across the organisation, and will have a focus on employees, workers, apprentices and volunteers.		
Context	<p>For over 70 years, we've been Highland Perthshire's artistic heart and soul, sitting on the edge of the River Tummel and looking out to Ben-y-Vrackie. Established in 1951 as The Theatre in a Tent, Pitlochry Festival Theatre offers a theatrical experience unique in Scotland - a summer season performed in repertory, allowing audiences to enjoy six different productions in six days, all performed by a resident company of actors. Now attracting over 100,000 visitors each year, we're not just a venue - we're also famous for producing large-scale plays and musicals that delight theatregoers of all ages.</p> <p>As part of our mission to create, nurture and inspire, we encourage interactive creativity through our programme of festivals, workshops and other events for young people, families, writers, and professional creatives.</p> <p>We are also transforming our physical space with our bold and ambitious VISION 2021 capital development. Including a 172 seat Studio theatre and a reconfigured Front of House, as well as the reinstatement of our stunning outdoor performance spaces, our Theatre Campus will lead the way in delivering our mission of creating life-enhancing experiences.</p>		
Purpose and Key Accountabilities	<p>The HR Advisor will provide support in the implementation of HR processes and procedures for the full workforce which will include employees, freelance and casual workers, apprentices, and volunteers.</p> <p>This will include establishing new systems and proactively keeping all workforce data safe, current, and accurate to ensure a robust and positive HR culture within the organisation.</p>		

Key Tasks:

Advice and Coaching	Provide coaching and support to managers in the application of HR policies and processes, and support with the development of the Management Team
	Provide an advisory service to employees ensuring that they are fully aware of their rights and entitlements
	Provide coaching and support to managers to support a healthy work environment within the organisation
	Working with colleagues to provide a support service around Healthy Working Lives and staff wellbeing
	Provide expert advice and guidance on the resolution of employee relations matters in line with HR policy, legislation and best practise, ensuring concerns are addressed consistently and in a timely manner
	Proactively advise and provide case management support for a wide range of employee relations matters including investigations, disciplinaries, grievances, performance management and attendance management
Recruitment and Onboarding	Coordinate all recruitment processes efficiently: gathering information, co-ordinating, and implementing application processes and managing interview processes
	Organise interviews and communications to all candidates and support candidates and managers through selection processes
	Carry out pre-employment checks for new employees, prepare offer and contract papers for approval
	Coordinate and assist as required in the delivery of induction processes
Payroll	Assist with all types of leave administration e.g. maternity, paternity, shared parental leave, and ensure that associated payroll processes are completed and communicated to payroll in a timely and accurate manner
	Monitor staff leavers and ensure relevant forms are completed and payroll is updated
Administration	Manage all incoming queries to the central inbox
	Maintain and update employee files with copy correspondence
	Note taking for HR and other meetings as required
	Prepare letters for any changes to terms and conditions e.g. flexible working
Compliance	Maintain, develop and ensure compliance of HR policy and procedure in line with legislative and business changes
	Provide admin support, including providing supporting information for audit and compliance purposes
Environmental	To support the Executive Director, as Chief Executive of the organisation, and the nominated Green Champion in meeting organisational aims and ambitions for its environmental impacts

Pitlochry Festival Theatre | +44 (0)1796 484626
 Registered Office: Port-Na-Craig, Pitlochry PH16 5DR
 Company Limited by Guarantee: Registered in Scotland SC029243
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Health and Safety	To support the Executive Director, as Chief Executive of the organisation, in their legislative duties under the Health and Safety at Work etc. Act 1974
	To work safely and encourage and require others to work safely, in accordance with the Theatre's Health and Safety Policy and any other relevant policy or procedure
	To support the Management Team in ensuring that suitable and sufficient emergency procedures are in place and that arrangements for training and drilling staff are in place
	Attend training as required to update knowledge and skills, and to be able to comply with relevant statutory requirements to a high standard
Other	In all tasks, to help promote a positive, supportive working environment and encourage staff health and wellbeing in the workplace.
	To champion and promote organisational values and behaviours and act as an ambassador for the Theatre
	To always act in the best interests of the Theatre and in line with all company policies
	Any other duties or projects required by the Executive Director or Board of Trustees to ensure the general smooth and efficient operation of the buildings and organisation

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Person Specification:

Our purpose and our values

We exist to improve lives by sharing Pitlochry with the world and the world with Pitlochry.

We do this:

- By creating theatre that excites, engages, and challenges.
- By inspiring imaginations, senses of adventure, and new levels of understanding that change worlds.
- By nurturing environments to encourage wellbeing, growth, connection, and a sense of belonging.
- By exploring new ways of seeing and collaborating.

In everything we do we are creative and respectful and in every situation we are collaborative and empowering.

Personal behaviours and style

We are looking for people who share our core values and can demonstrate their commitment to:

- Commitment to Excellence
- Teamwork
- Creativity
- Inspirational sense of belonging
- A nurturing environment

The successful candidate will need to be able to demonstrate the following skills, experience and attributes in both the written application and the interview process:

Requirements	Essential	Desirable	Assessment Method
Qualifications and Knowledge	CIPD qualified or working towards qualification		Application
	Knowledge of GDPR		Application
Skills and Abilities	Experience of working within a HR function and a desire to pursue a career in HR		Application / Interview
	Excellent communication skills (verbal and written)		Application / Interview
	Excellent IT skills, including Windows-based packages, Outlook, Word and Excel, and able to demonstrate an ability to learn new systems effectively and efficiently		Interview

	An ability to work quickly and accurately prioritise a range of tasks		Interview
	Discretion, honesty, and trustworthiness		Interview
	Flexible attitude		Interview
	The ability to work collaboratively and build effective relationships internally and externally		Interview
Personal qualities	An affinity for the purpose and work of the Theatre and a passion to play a key role in shaping and achieving the Theatre's success	An understanding of the Theatre's role within its wider communities	Application / Interview

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