



Sotheby's INSTITUTE OF ART

ROLE DESCRIPTION

Job title:	Human Resource Manager
Location:	Bedford Square, London
Contract:	1 year fixed term contract
FTE:	Full-time, 35 hours per week or part-time, minimum 4 days per week
Salary range:	£44,000-£50,000
Location:	Hybrid working

About BrandEd

BrandEd is a global education company with a portfolio of academic institutions including Sotheby's Institute of Art, Conde Nast College, The School of The New York Times and City Football Leadership Institute. Our mission is to transform students' lives by delivering relevant, experiential education programs taught by industry leaders and practitioners from iconic global brands. BrandEd is backed by Cambridge Information Group (CIG), a family-owned investment firm focused on long-term and meaningful enterprises in education, technology, and information services. www.branded-edu.com.

Overview

This is an interesting and varied HR Manager role to support the Head of HR across a broad generalist remit across the Brands. The successful candidate will have experience across the HR lifecycle including supporting recruitment and selection, managing the probation process, processing maternity leave, ER casework and on-boarding. There will be opportunities to lead on various project work. The successful candidate must be CIPD qualified with an up-to-date knowledge of employment law, and must be comfortable and adaptable to working within both a University and commercial environment.

Key responsibilities

- Advising and supporting managers in all aspects of the recruitment and selection cycle, including reviewing role descriptions, placing adverts and advising managers on selection processes.
- Issue of HR documentation for all employees, including but not limited to offer letters, contracts of employment, changes to terms and conditions of employment.
- Onboarding new employees
- Providing training and development in areas such as recruitment and selection, and appraisal processes
- Provide first line generalist HR advice and support on terms and conditions of employment, HR policies and procedures on all HR related matters
- Continuously monitor and review HR policies and processes and implement changes where necessary in order to ensure compliance with current employment legislation
- Advise on ER matters across the company including but not limited to informal and formal meetings, disciplinary and grievance matters, performance management etc whilst ensuring that all issues are dealt with in a fair, transparent and legally compliant manner

The above list of responsibilities may not be exhaustive, and the post holder will be required to undertake such tasks and responsibilities as may reasonably be expected within the scope and grading of the post.

Essential Requirements

- CIPD qualified
- Proven experience of having worked in a Human Resources position covering a breadth of responsibilities
- Higher Education experience (desirable)
- Ability to develop and deliver ad-hoc training
- Adaptable to a varied HR workload
- Strong written and verbal communication skills
- Accuracy, and eye for detail
- Up to date knowledge of employment law
- Commitment to personal CPD
- Fluency in Spanish is desirable

Please note the following:

1. Please submit your CV and a covering letter demonstrating how you meet the person specification for this position to vacancies@sothebysinstitute.com
2. Salary dependent on skills, qualifications and experience, c £45,000 - £50,000 per annum (pro-rata for part-time)
3. Benefits include 25 days annual leave plus up to 4 additional discretionary days leave during the Christmas period, life insurance and 24/7 access to an Employee Assistance Programme
4. Applicants must be able to demonstrate their eligibility to work in the UK
5. Closing date 4 June 2023. Please note applications will be shortlisted as they are submitted and we reserve the right to close the post early.