

**HR ASSISTANT**  
(Full Time, 40 Hours per week)  
Permanent Contract

## **THE WALLACE COLLECTION**

The Wallace Collection is an internationally outstanding collection which contains unsurpassed masterpieces of paintings, sculpture, furniture, arms and armour and porcelain. Built over the eighteenth and nineteenth centuries by the Marquesses of Hertford and Sir Richard Wallace, it is one of the finest and most celebrated collections in the world.

So that it could be kept together and enjoyed by generations of visitors, the collection was given to the British Nation in 1897. It was an astonishing bequest and one of the greatest gifts of art works ever to be transferred into public ownership. Today, our job is to maintain, research, and inspire the public to love and understand the Collection.

### **Salary**

£22,357 to £25,000 per annum dependent on skills and experience.

### **Location**

The Wallace Collection, Hertford House, Manchester Square, London, W1U 3BN.

## **OVERALL PURPOSE AND ROLE**

In this role the post holder will work alongside the HR Manager to provide a comprehensive and first class HR service to the Collection's employees (circa 140 staff). This includes advising managers and staff on all aspects of their terms and conditions of employment.

## **KEY RELATIONSHIPS**

- HR Manager
- Director of Finance and Commerce
- Heads of Department
- Civica HR Solutions (Payroll)
- MyCSP (Pension Administrator)
- Legal & General (Pension Administrator)

## **REPORTING STRUCTURE**

- HR Manager
- Director of Finance and Resources

## KEY RESPONSIBILITIES

### Recruitment & Selection

- To ensure the end to end process for advertising vacancies, both internally and externally, is carried out in accordance with agreed recruitment procedures and within the timescales agreed with the hiring manager.
- To manage the Recruitment inbox providing responses to enquiries in a timely manner.
- To monitor applications, prepare recruitment packs for sift and interview panels, and assist with arrangements on the days of interview.
- To inform unsuccessful candidates and liaise with line managers when they have informed successful candidates.
- Carry out all mandatory pre-recruitment checks (including right to work and DBS checks) and prepare contracts of employment and take necessary payroll action in respect of the new starter.
- Liaise with Heads of Departments/key contacts to ensure new starters receive a comprehensive induction to the Collection.
- Support the HR Manager in ensuring all new starters receive a full HR Induction.
- Scan all relevant document into electronic files and maintain accurate employee information on Cezanne.

### Payroll

- Participate in monthly calls with the outsourced payroll provider to review levels of service, significant pay milestones during the year i.e. pay awards, specific in year pay queries, in line with the Service Level agreement.
- Complete and check the HR payroll actions template by the relevant cut-off dates in the month and complete the standard HR forms related to payroll actions in liaison with the HR Manager and Finance colleagues.
- Carry out validation checks on a monthly basis to ensure that all payroll actions have been implemented correctly by the outsourced payroll provider.
- Collate monthly returns to L&G on changes or additions to the partnership payroll arrangements as required.
- For the annual pay increase validate the master payroll spreadsheet in liaison with the Director of Finance and Resources and payroll provider within the required timescale.
- Prepare letters to staff informing them of relevant pay increase(s).
- Support the Director of Finance and Resources during auditing by collating sample files to be provided to the NAO.

### General HR Administration

- Advise staff on day to day HR queries such as leave entitlement, employee benefits etc, as per contracts of employment escalating complex queries or employee relation issues to the HR Manager accordingly.
- Manage all employee and ex-employee paper and electronic files in accordance with the HR retention schedules and best practice data protection procedures.
- Provide administrative support to the HR Manager in relation to meetings with staff, or the PCS Union.

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- Act as first point of contact for all pension related issues liaising with the relevant pension providers.
- Ensure that the Collections HR database, Cezanne, reflects an accurate and up to date staffing profile by maintaining and updating employee information.
- Administer and maintain the online training database.

### Corporate

- Attend regular all staff meetings.
- Represent the Collection at relevant external events i.e. Employer pension meetings.

## **PERSON SPECIFICATION**

### Knowledge & Experience

- Proven experience of the end to end processes in respect of recruitment and on boarding of new starters.
- Management of all aspects of a monthly payroll service, preferably in a public sector organisation.
- A sound understanding of the HR Employee Life cycle and experience of the administrative arrangements around the cycle.
- Experienced in and proficient in processing and storing confidential and sensitive information and personal documents.
- Experience of working with public sector terms and conditions of employment is desirable.
- CIPD qualified or working towards this qualification is also desirable.

### Skills and Competencies

- Well-developed oral and written communication skills.
- Good level of numeracy.
- Ability to work in a team and be flexible to the complex demands of providing a comprehensive HR service to staff on a variety of contracts
- Ability to organise and prioritise a heavy workload and seek advice from the HR Manager as required.
- Ability to build strong working relationships with a range of stakeholders.
- IT literate with well-developed Microsoft skills and experience in operating HR databases.

## **SALARY, BENEFITS AND WORKING HOURS**

The Salary for this post is within the range of £22,357 to £25,000 per annum dependent on skills and experience.

In addition, the post-holder will receive 25 days paid annual leave plus bank holidays and 2.5 'privilege' days. Employees are also offered membership of an occupational pension scheme and after six months satisfactory service an interest free season ticket loan.

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For this post, the normal working week is a five day week, Monday to Friday. The normal working day will be 9am to 5pm. However, some flexibility will be expected as occasionally the need to participate in specialist conferences or wider museum activities will arise.

## **HOW TO APPLY**

Please complete the Application form, and the Equal Opportunities Monitoring form, following the links provided. Please note the equal opportunities form is used for monitoring purposes only and does not form part of the selection process. Both forms should be emailed to [recruitment@wallacecollection.org](mailto:recruitment@wallacecollection.org) by midnight 27<sup>th</sup> October 2022.

Please note late applications or applications via a CV will not be considered.

Interviews for the role will take place on 9<sup>th</sup>/10<sup>th</sup> November 2022. Candidates who have been shortlisted for interview will be contacted after the closing date. Due to the large number of applications we receive, it will not be possible to contact or give feedback to candidates who have not been shortlisted for interview.

Appointment to the role is subject to a satisfactory Basic Disclosure check.

The Wallace Collection is an equal opportunities employer and welcomes applications from all sections of the community.

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