

## **JOB DESCRIPTION**

**Role / Title:** Senior HR Business Partner (Diversity and Talent Lead)

**Reports to:** Director of Human Resources

**Manages:** Apprenticeships and Work Experience Manager  
Volunteer Project Manager

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### **Main purpose of the job**

Under the overall direction of the HR Director:

- To work effectively as a Strategic HR Business Partner with Executive Team members and Heads of Department to develop a whole system approach to all aspects of human resources management and practice
- To lead the development and implementation of the Equality, Diversity and Inclusion and talent management strategies that support overall ROH strategy
- To deliver to any individual objectives and to make a significant contribution towards the ROH objectives and an ambassador for the Royal Opera House

### **Main Responsibilities**

#### *Strategic Business Partnering*

- To work effectively as a Strategic HR Business Partner with designated Departments, Executive Team members and Heads of Department to develop a whole system approach to all aspects of human resources management and practice.

#### *Senior HR Business Partner Professional Advice and Strategy*

- Provide professional HR advice and to the Executive Team and Heads of Departments on the full range of human resource issues
- Contribute to the development and delivery of Royal Opera House short and long-term People Strategy as agreed by the Board
- In partnership with line managers operate and implement ROH Human Resources policies and processes in line with HR best practice.

### *Equality, Diversity and Inclusion*

- Promote a culture of Equality, Diversity and Inclusion through appropriate policies and initiatives to achieve the highest standards of best practice and mainstream them within the Royal Opera House
- Lead the development and delivery of the ROH Equality, Diversity and Inclusion Strategy by championing the ROH EDI vision across all HR activities
- Support and coach the Executive Team to deliver their local contribution to the overall Equality, Diversity and Inclusion Strategy, monitoring and reporting on progress on a quarterly basis
- With the Head of Policy and Strategic Funding, ensure ROH and Arts Council England diversity reporting requirements are met
- With the relevant members of the team, lead on the delivery of the EDI plan for the Human Resources team
- Play an active role in promoting internal engagement in diversity and inclusion initiatives, including facilitation of the Staff Diversity and Inclusion Network
- Liaise with Audiences and Media in support of externally facing diversity and inclusion messaging, ensuring aligned with the EDI Strategy
- With the Learning and Development Manager, develop a programme of EDI training and education for all staff and managers; support the EDI leadership development for the Executive Team and Board

### *Talent Development*

- Develop and promote a new talent management framework in support of the People Strategy, including the completion of Development Reviews as part of the Royal Opera House's promotion of continuing personal/professional development
- Work closely with the Learning and Development Manager to identify and develop programmes to support talent across all parts and at all levels of the organisation, in line with the priorities of the EDI Strategy

### *Talent Pipelines*

#### Apprenticeships and Work Experience

- Oversee the Apprenticeships and Work Experience Manager's delivery of the programmes, in line with relevant policy and procedures and the EDI Strategy
- Ensure health and safety, safeguarding and reporting requirements are met
- With the Manager, oversee the future development of the programmes and facilitate partnerships with other organisations promoting skills and career development
- Ensure that the programmes are closely aligned to and complement each other and other ROH careers and diversity initiatives
- Investigate initiatives to create new entry-level employment opportunities (internships, traineeships, etc.)

### *Volunteers*

- Oversee the Volunteer Project Manager's development and delivery of a new front of house volunteer scheme, in line with operational and EDI objectives
- Lead the evaluation of the project against KPIs and recommend future developments

### *Succession Planning*

- Support the creation of a new succession planning framework, working with the Executive Team to embed diversity in succession planning by identifying, developing and nurturing relationships with senior talent in the sector from under-represented groups
- Further develop training initiatives to provide additional support to ethnically diverse and disabled talent within the organisation

### *Organisation Development*

- Promote a culture of continuous learning, a commitment to employee engagement and encourage collaborative working practices across the organisation
- Advise and support the HR Director, Executive team and Heads of Department on managing the 'people' dimension of business change initiatives: encouraging and advising on initiatives to explore new ways of working to improve the effectiveness and flexibility of the Royal Opera House's staff resources

### *Team Management and Development*

- Support the HR Director to lead and inspire a culture of operational excellence and ambition within the Human Resources department, promoting continual improvement and celebrating success
- Manage, coach and develop all direct reports to ensure effective performance management, skill development and teamwork

### **Behaviours:**

- Proactively demonstrate a commitment and contribution to the Royal Opera House's health and safety culture in all activities
- Actively promote the value of diversity in all work; uphold the ROH values and behaviours: Treat each other with Respect - Be Open - Value the Highest Standards
- Ensure confidentiality, in line with organisational policy and data protection requirements
- Actively contribute to own professional development, developing and maintaining knowledge and understanding of legislative changes and best practice developments
- With the other members of the team, share responsibility for housekeeping and the maintenance of standards within the department

## PERSON SPECIFICATION

Successful candidates for this role will demonstrate evidence of the following skills, experience and abilities:

### *HR Business Partner*

- Chartered-level membership of the CIPD or equivalent experience;
- significant Human Resources Business Partner experience in a leadership role across an appropriately-sized and complex organisation;
- a demonstrable track record of developing and delivering progressive Human Resources strategies that have resulted in proven step change improvements in delivery, with the ability to anticipate needs and build organisational capacity
- experience of working effectively and collaboratively as a member of a HR leadership team, with the ability to establish professional credibility quickly with colleagues, and to interact effectively with staff at all levels and across all departments;
- excellent working knowledge of current employment legislation;
- experience of building and sustaining effective relationships, and of leading change, in a unionised environment;
- proven experience of successful cross-organisational HR service development and improvement;

### *EDI and Talent Management*

- a demonstrable commitment to the principles of diversity and inclusion and their practical application and integration in the work environment;
- a demonstrable track record of developing and delivering diversity, inclusion and Talent Management strategies
- Experience of talent development and retention

### *Other attributes*

- ability to manage personnel, budgets and resources in a challenging financial climate;
- ability to manage, coach and motivate staff in a changing environment;
- an adaptable, collaborative and persuasive leadership style and approach that will inspire the trust and commitment of others, with strong communication, negotiation and influencing skills;
- good organisational and project management skills, and ability to balance competing pressures, deadlines and demands;
- a clear passion for the ROH's commitment to enrich people's lives and promote the wider interests of cultural learning, ballet, dance, opera, music and the arts in general, as a resource for the nation.

The Royal Opera House is committed to creating a diverse and inclusive environment in which everyone can thrive.



*Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.*