

Northern Ballet

JOB DESCRIPTION: Human Resources Administrator

DATE: October 2026

DEPARTMENT: Human Resources

RESPONSIBLE TO: Head of People

MAIN PURPOSE OF ROLE:

To provide administrative and operational support to the Human Resources function. The role is responsible for maintaining accurate employee records, supporting recruitment activities, assisting with onboarding and employee lifecycle processes, and ensuring HR systems and documentation are maintained in line with company policies and employment legislation.

KEY RESPONSIBILITIES:

Recruitment & Onboarding

- Support recruitment activity by posting vacancies, scheduling interviews and communicating with candidates.
- Prepare offer letters, contracts of employment, freelance agreements and new starter documentation in line with organisational procedures.
- Coordinate pre-employment checks, references, right-to-work verification and visa or work permit documentation where required.
- Organise and support onboarding and induction for permanent, fixed-term, freelance and casual workers.

HR Administration

- Maintain accurate records for employees, freelancers, casual workers and visiting artists within HR systems and personnel files.
- Process employee lifecycle changes including starters, leavers, contract variations, fee changes, role amendments and changes linked to productions, seasons or projects.
- Monitor probationary periods, fixed-term contract end dates and casual engagement records, notifying managers of review dates and required actions.
- Produce HR documentation, correspondence, reports and people data to support departments including artistic planning, production, learning, engagement and operations.
- Ensure personnel files and HR documentation are maintained in accordance with GDPR, safeguarding requirements and organisational policies.

Employee, Freelancer & Casual Worker Support

- Act as a first point of contact for HR-related queries from employees, freelancers, casual workers and managers.
- Support staff with leave, absence, benefits and general employment-related enquiries
- Escalate complex HR, employee relations, safeguarding or wellbeing matters to the Head of People when appropriate.

Payroll & Benefits Administration

- Support monthly payroll processes by providing accurate employee, freelance and casual worker data.
- Maintain records relating to absence, holiday entitlement, sickness, overtime, TOIL and casual hours where applicable.
- Assist with employee benefits/pension administration and relevant payroll documentation.
- Ensure payroll changes, fees, allowances and additional hours are communicated accurately and within deadlines.

Compliance & Reporting

- Support compliance with UK employment legislation, right-to-work requirements, safeguarding standards and internal policies.
- Assist with audits, funding-related people reporting and compliance checks required by the organisation.
- Produce HR reports and management information to support workforce planning, productions, projects and organisational decision-making.
- Monitor mandatory training completion, including safeguarding, health and safety, data protection, equality, diversity and inclusion, and role-specific compliance requirements.

Learning & Development

- Coordinate training bookings and maintain records for staff, freelancers, volunteers and casual workers as required.
- Support employee development initiatives, performance review processes and engagement activities across artistic and operational teams.
- Assist in organising internal learning, wellbeing and inclusion activities that support a positive and collaborative organisational culture.

PERSON SPECIFICATION:

Essential

- Understanding of HR administration processes.
- Strong organisational and time management skills.
- Excellent verbal and written communication skills.
- High level of accuracy and attention to detail.
- Ability to prioritise workload and meet deadlines.
- Strong customer service and interpersonal skills.
- Ability to maintain confidentiality and discretion.
- Experience using HR systems and databases.

Desirable

- CIPD Level 3 Qualification
- Previous experience working within a Human Resources department.
- Experience supporting recruitment or onboarding activities.
- Knowledge of UK employment legislation.