



HR & Regulatory Administrator at Pavilion Theatre, Dún Laoghaire

The HR & Regulatory Administrator will manage all HR processes, ensure regulatory compliance, and provide administrative support within Pavilion Theatre.

You will work closely with the theatre's management team to support the smooth functioning of the theatre's operations, staff welfare, and alignment with legal and funding requirements.

Main responsibilities will include:

Human Resources (HR)

- Lead recruitment, selection, and onboarding for new employees. This will include including handling of the application and shortlisting process, liaising with candidates and scheduling of interviews, preparing offers and contracts of employment, referencing, and collecting required documentation at offer stage.
- Supporting Line Managers in their management of employees.
- Implement HR policies that reflect Pavilion Theatre's unique environment, ensuring compliance with employment law and sector best practices.
- Oversee holiday management, TOIL and staff benefits.
- Support employee well-being, engagement, and diversity.
- Manage performance reviews, staff development, and training, ensuring continuous professional growth within the team.
- Advise management on succession planning and retention strategies.
- Maintain an efficient system for HR records, legal documents, and compliance-related files, always ensuring data protection and confidentiality.

Regulatory and Compliance

- Manage the Risk Register and Risk Management Policy on behalf of the Pavilion Board.
- Taking Minutes of Board and Committee meetings.
- Prepare a Board induction pack for new Board members.
- Ensure compliance with all legal requirements, including employment law, health and safety regulations, and GDPR.
- Maintain an understanding of the regulatory environment and ensure compliance surrounding arts funding, particularly through Charities and Companies Acts, The Arts Council of Ireland and other grant-awarding bodies.
- Update and implement policies that align with Pavilion Theatre's strategic goals, considering both regulatory changes and operational needs. Support and advise Director and staff on the policies and procedures and ensure compliance with relevant legislation.

Administration

- Provide administrative support to the Director across all aspects of the Stage and Artist Development programme planning and delivery, including but not limited to preparing contracts and planning documents, liaising with companies and producers, scheduling, budget tracking, and reporting.
- Responsibility for management of contracts and invoicing of companies providing services and utilities to Pavilion Theatre.
- Liaising with the Theatre's solicitor regarding the renewal of all Theatre and other licences
- Ensure that appropriate insurance cover is maintained for the organisation.



- Oversee general logistics, including making and coordinating all travel, off-site space, and accommodation bookings
- Work with members of the team to ensure that administrative systems work efficiently and effectively, suggesting improvements and adjustments to working methods where appropriate
- Collaborate with the Executive Director and wider team to prepare annual grant applications.
- Collaborate with members of the team to contribute to Pavilion's Greening, Accessibility and Diversity plans and policies.

Requirements

- This is a full-time position
- Experience in Office Administration
- Experience in a HR capacity
- Accuracy and attention to detail
- Minimum 5 years' experience in HR or administrative roles.
- Knowledge of compliance regulations related to the art and charities
- Excellent communication and organisational skills.

Key Competencies and Skills

- Ability to balance HR responsibilities with regulatory compliance in a fast-paced, creative setting.
- Excellent problem-solving skills and the capacity to implement operational improvements.
- Detail-oriented, with a commitment to excellence in all administrative and compliance tasks.
- Strong interpersonal skills and the ability to support staff well-being.
- Proficiency in HR management systems, payroll software, and Microsoft Office Suite.
- Strong interpersonal and communication skills
- Flexibility to work equally well on own initiative as well as collaborating as part of a close-knit team
- Effective time management and ability to prioritise own workload

Terms & Conditions of Employment

- Contract: Full time
- Working hours: Approx. 35 hrs per week
- Salary: Starting salary will be competitive with other similar venues and commensurate with experience

Application Procedure

Applications including a detailed CV and cover letter should be submitted by e-mail only to Hugh Murray at: hugh@paviliontheatre.ie

Closing date for application: Wednesday 18 December 2024

Interviews will be held week of 6 January 2025

Expected starting date: late January, early February 2025

No correspondence can be entered into during the process of application or selection.
Pavilion Theatre is an Equal Opportunities Employer.