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**JOB DESCRIPTION**

**Job Title: Hr Administrator (part-time-hours of work, 30 hours per week)**

Direct Reports: N/A

Reports to: Head of HR

**Centre for the Moving Image**

The Centre for the Moving Image (CMI) is a national organisation with bases in Edinburgh and Aberdeen. It is aiming to use film in all its guises to transform people’s lives – through the watching, making and understanding of film.

The CMI has undergone significant change and growth since it was established from the merger of Filmhouse and Edinburgh International Film Festival seven years ago in 2010. This has seen its turnover increase by 80%, its reach becoming genuinely national, and its influence being felt both directly and indirectly through the range of sectoral partnerships it is involved in.

The CMI currently incorporates Scotland’s leading independent cinema, Filmhouse, the world’s longest continually running film festival, Edinburgh International Film Festival, the Filmhouse Café Bar, and the Belmont Filmhouse in Aberdeen.

The CMI is working in partnership with Hopscotch and Digicult in delivering the Scottish Film Talent Network, is a founding member of the Edinburgh Cultural Venues Group, and is a founding member of Festivals Edinburgh.

**Purpose of role**

Reporting to the Head of HR, HR Administrator will provide an effective HR service for the company.

Each member of staff has an individual and collective responsibility to promote the values, vision and aims and objectives of the Centre for the Moving Image.

**Responsibilities**

**HR**

* Serving as a point person for answering employee questions
* Processing incoming mail
* Creating and distributing HR related documents
* Supporting sickness process management
* Supporting ER process management, including minute taking
* Maintaining computer HR system database by updating and entering data
* Setting appointments and arranging meetings
* Compiling reports and spreadsheets and preparing spreadsheets
* Collecting employment and tax information
* Ensuring background and reference checks are completed
* Preparing new employee files
* Administering new employment assessments
* Updating and maintaining employee benefits, employment status, and similar records
* Maintaining records related to grievances, performance reviews, and disciplinary actions
* Performing file audits to ensure that all required employee documentation is collected and maintained
* Completing termination paperwork and assisting with exist interviews
* Supporting HR project work

**Recruitment**

* Manage the online content of the EIFF recruitment page
* Upload all job descriptions online
* Respond to applicant queries
* Edit/originate descriptions of roles on website
* List vacancies with relevant organisations (Creative Scotland, ICO etc.)
* Download applications from EIFF website and input them to EIFF recruitment database
* Manage jobs@ and volunteers@ inboxes.
* Assess applications to provide candidate shortlists for hiring managers
* Schedule and arrange interviews
* Liaise with relevant hiring managers to interview suitable applicants for paid positions in person, on Skype or by phone
* Plan and deliver a volunteer recruitment event, involving staff members to assist with presentation and interviews
* Produce, distribute and process contracts, agreements and other relevant documents in accordance with UK employment guidelines.
* Maintain employee records.
* Process and oversee the post-festival feedback process for all staff and volunteers
* Follow up on staff, volunteer and manager reports, to report internally and to raise issues for further discussion as appropriate. Provide information on recruitment, staffing and volunteer demographics and functions for other departments as required
* Act as the main point of contact for all volunteer and intern-related enquiries
* Organise and assign intern mentors
* Arrange a programme of talks for interns given by senior staff members
* Coordinate monthly intern meetings to monitor progress and offer pastoral support
* Act as the main liaison for all volunteers and placements
* Take responsibility for volunteer and placement training and induction
* Ensure process and documentation is compliant
* Coordinate training plans for volunteers/placements and line managers
* Liaise with EIFF Admin team to coordinate the Festival Staff Induction Day

**Event management:**

* Lead a team of event volunteers during the Festival
* Liaise with other departments to plan the event volunteer schedule and rota accordingly
* Attend Festival morning meetings to pick up schedule changes and adjust daily rotas as required
* Supervise event volunteers at red carpets events.

**Environmental Sustainability**

It is the responsibility of all staff to minimise the CMI’s environmental impact wherever possible and adhere to the company’s Environmental Policy. This will include:

* + recycling;
  + switching off lights, computers, monitors and equipment when not in use;
  + helping to reduce paper waste by minimising printing/copying and reducing water usage;
  + reporting faults and heating/cooling concerns promptly;
  + minimising carbon footprint when travelling.

Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

**Person Specification**

**Skills & Experience**

* Must be able to communicate clearly, both written and orally, as to communicate with employees, members of the management team, and in group presentations and meetings.
* Must be able to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.
* Must be able to prioritize and plan work activities as to use time efficiently.
* Must be organized, accurate, thorough, and able to monitor work for quality.
* Must be dependable, able to follow instructions, and respond to management direction.
* Must be able to deal with sensitive and confidential data and issues in a professional manner.
* Experience in a fast paced environment is essential
* HR Administration and/or recruitment experience is desirable
* Supervising staff and/ or volunteers is desirable
* Knowledge of employment legislation is desirable
* Knowledge of EIFF and the film industry is desirable
* Event management experience is desirable

**Competencies**

### Managing Work

* Quickly determines tasks and resources
* Schedules work
* Develops time lines
* Co-ordinates resources
* Ensure effective completion of work through use of own and others time

### Change Management

* Challenges assumptions
* Recognises organisational opportunities
* Thinks expansively
* Encourages and rewards innovation

### Valuing Diversity

* Actively values others contributions and treats people fairly
* Creates an environment that appreciates diversity
* Challenges unfair behaviours and practices both internal and external

### Decision Making

* Makes effective decisions which balance the varying demands of interested bodies and cost management
* Understands risk/opportunity balance
* Develops and considers alternative solutions

### Teamwork

* Actively collaborates through communicating fully and openly, while showing respect for others
* Communicates fully and openly
* Balances all needs
* Facilitates goal accomplishment
* Ensures necessary team support and infrastructure in place

**Equal Opportunities Policy Statement**

CMI is an equal opportunities employer, and as such aims to treat all employees, consultants and applicants fairly.

It is our policy to provide employment equality to all, irrespective of:

* Gender, including gender reassignment
* Marital or civil partnership status
* Having or not having dependants
* Religion or belief
* Race (including colour, nationality, ethnic or national origins)
* Disability
* Sexual orientation
* Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants and employees who work for us will be treated fairly and will not be unfairly discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination. This policy is written in consideration of the Equality Act 2010.

**The CMI Values**

At the CMI we are proud to work as a team and have developed a set of company values. They were established in 2017 so we are still working to fully integrate them into our business but they underpin everything we do, and tell you about how we work at the CMI:

* **inclusive**
  + We are open, accessible, and respectful
  + We believe in diversity and are committed to equality
  + We believe in working collaboratively with individuals and organisations in making a positive difference
  + We will actively seek out and work with people and organisations with a wide range of voices, with different experiences and from different backgrounds to ensure that our work is authentic
* **inspiring** 
  + We are focused on artistic quality and excellence
  + We believe in the power of film to change lives
  + We are confident, positive and a leader
* **innovative** 
  + We are bold, creative and passionate
  + We are inquisitive, challenging and risk taking
  + We believe in understanding the present and shaping the future
* **integrity**
  + We are professional, accountable and transparent
  + We are authentic, engaging and honest
  + We believe in independence of voice and genuine choice for audiences
  + We believe in developing and delivering our strategy sustainably – for the organisation, for the environment, for society