

Job Title: Senior HR Advisor

Location: London/Remote Hybrid

Salary: £38-40,000 pa pro-rata for a 17.5 hour week

Length of Contract: Permanent

The [BPI](#) represents the UK's recorded music industry, which is one of the most exciting and thriving music sectors in the world. As a trade body, we champion the interests of our membership which includes 500 SME independent music companies and the three largest record companies, Sony Music Entertainment UK, Universal Music UK and Warner Music UK. Our members account for more than 85% of all recorded music consumed in the UK.

BPI owns and organises the annual BRIT Awards with Mastercard and the Mercury Prize. We co-own the Official Charts and administer the Music Export Growth Scheme, which is joint funded by industry and government. Through our charity arm, the BRIT Trust, BPI supports a range of music related charities and organisations, with the biggest benefactor being the BRIT School, a state school in Croydon focusing on music and the performing arts. In 2023, our bid to open a new specialist creative school in Bradford was approved.

The newly-created role of Senior HR Advisor will play a pivotal stand alone role in performing various HR functions including assisting with recruitment, employee relations, performance management, policies and procedures, compliance, and benefits administration. Reporting to the Chief Operating Officer as a member of the wider Office Support Team, the Senior HR Advisor will advise them and the senior leadership team on employment law and best practices in the UK. Current staff numbers are 49 (46FTE).

Key Responsibilities

Employee Relations & Support:

- Provide support to employees in various HR-related topics and resolve any issues that may arise.
- Coach managers to deal with difficult communications and conversations.
- Organise and administer the quarterly performance reviews, and follow up as appropriate.
- Advise on employee relations issues to ultimately resolve the problem(s) promptly and minimise employer risk.
- Assist on investigations as required.

Administration:

- Keep up to date with the day-to-day administrative tasks related to the HR function.
- Develop, maintain and update the cloud-based HR System (currently IRISHR)
- Act as interface with Finance for payroll information.
- Gather and analyse data with useful HR metrics eg employee turnover rates.
- Review and analyse market compensation information.
- Source ad hoc appropriate training.
- Administer and liaise with providers for benefit plans.

Talent acquisition:

- Liaise with other team members including the DEI Manager to develop job descriptions as required.
- Work with recruitment agencies to source the best candidates.
- Support the interview and selection process as required.
- Liaise with Office Manager and COO in Onboarding & Offboarding processes respectively.

Employment Law, Policies & Procedures:

- Ensure compliance with UK employment law at all times.
- Keep up to date with and advise on new and changing UK employment law.

- Review and update existing policies & handbooks and develop new policies as needed.

Ideal Qualifications and Experience

- Experience as an HR Generalist with a broad knowledge base
- CIPD Level 5 or Equivalent

Key Skills and Competencies

- Understanding of general human resources policies, procedures and inclusive practices
- Good knowledge of UK employment law and regulations
- Knowledge of HR Information systems
- Proficient with Microsoft Office Suite
- Ability to handle confidential information with discretion
- Flexible approach to reach the desired outcome, with the ability to take ownership of tasks
- Strong administration and organizational skills, both detail-oriented and possessing exceptional attention to detail and a proactive drive to get things done
- Demonstrates initiative and seeks more efficient and effective ways of working
- Friendly and approachable with the ability to build rapport with internal stakeholders and external candidates
- Confident communicator, both verbally and in writing

The successful candidate will be committed to the BPI's high standards and values and will also relish being part of an inclusive and supportive company environment.

Salary and Benefits

- Salary range between £38-40,000 pa pro-rata for a 17.5 hour week, depending on experience
- Performance-related bonus
- Three days of personal volunteering time per annum
- Private Medical Insurance
- Permanent Health Insurance
- Life insurance
- A hybrid work environment with flexible working policies
- 12.5 days annual leave plus pro-rata share of bank holidays

Equal Opportunities and Diversity

The BPI is an equal opportunity employer. We actively encourage the best possible candidates to apply, regardless of their gender, race, age, disability, sexual orientation, religion or political beliefs. We believe that representation matters and are passionate about developing a diverse workforce at all levels of the organisation. We warmly encourage applications from historically under-represented groups, including but not limited to; candidates from Black, Asian or ethnic minority backgrounds; members of the LGBTQIA+ community; people who identify as non-binary or gender nonconforming; people with a disability; and people who are neurodivergent. Decision to appoint will be made solely based on candidate merit and business need.

We welcome applications from Deaf and disabled people. If you have a disability or additional need that requires accommodation during the process of application and selection, please do not hesitate to let us know when applying. Reasonable adjustments include, but are not limited to, extra time during tasks, using a different video conferencing application, providing a British Sign Language interpreter or holding the interview at a specific time of day.

Application Process

We know that applying for a new job can be full of uncertainties and we look to provide upfront information where possible. Our process for recruiting this role will be made of four stages and after each stage, we will contact you as soon as we can to let you know if you will be progressing to the next stage.

The BPI is looking to make an appointment to start in the role as soon as possible.

The Closing date for applications is 14 July 2024.

Stage 1

- Submit a CV and cover letter each totalling no more than one side of A4 [here](#). These will be considered on a name-blind basis by our recruiters. Following your application, you may be invited to a pre-screening interview with our recruiters. Pre-screening interviews will take place on a rolling basis between 11 and 19 July 2024.

Stage 2

- 45-minute virtual interview with the COO and Office Manager or DEI Manager to be held 30, 31 July and 1 August. Interviews can be scheduled flexibly if needed.

Stage 3

- A strategic and/or practical task to be prepared in advance will be set for stage 3 candidates around difficult conversations.
- In-person interview with the COO and CEO to be held the week commencing 5 August 2024, part of which will be to discuss the prepared task. Interviews can be scheduled flexibly if needed.

Stage 4

- Job offer, subject to references and right to work check.

More About the BPI

The [BPI](#) is the trade association for the UK's record companies and labels and is the representative voice of British recorded music. Through its policy and public affairs-led work, it campaigns to foster an environment in which its members and their artists can thrive, championing the rights of more than 500 independent labels alongside those of world-leading record companies Sony Music UK, Universal Music UK and Warner Music UK, and of the artists, performers and label members of music licensing company PPL. The BPI safeguards recorded music through its *Content Protection* work, tackling digital piracy and counterfeit products, and actively promotes British music and artists at home and around the world, including through the [Music Export Growth Scheme](#); international trade missions, including LA Sync; and participation at events overseas such as SXSW. The BPI encourages [innovation](#) by bringing the Music + Tech communities together to create opportunities for mutual benefit, including through its [Insight Sessions](#). It provides market insights, training and networking with its free masterclasses, member events and its *All About the Music* yearbooks and other reports. The BPI is home to The BRIT Awards and the Mercury Prize, co-owns the Official Charts and administers the [BRIT Billion award](#) and [The BRIT Certified Platinum, Gold and Silver Programme](#). Supported by its [Equity and Justice Advisory Group](#) (EJAG), the BPI works to achieve greater [Equity, Diversity and Inclusion](#) (EDI) across British music, and is also committed to an industry that operates in a more sustainable way. The BPI recognises the fundamental importance of the talent pipeline and of music and creative arts education in enabling access and opportunities for people of all backgrounds to work in music and the creative industries, which it also supports through its charity [The BRIT Trust](#).