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Sadler's Wells

Head of People and Inclusion



Contents

03 Foreword

04 Background Information

05 The Department

06 The Role

06 What are my key responsibilities?

08 Who should apply?

10 Why work for us?

Foreword

Thank you for your interest in joining Sadler's Wells. This is a senior role which will make a fundamental contribution to our recovery, future growth and development. We hope also that it will be a great opportunity for you in your own career.

Sadler's Wells holds fast today to the vision that Lilian Baylis instilled here almost a century ago: that great art should belong to everybody. Our mission is to make and create dance that inspires us all, and our vision is to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other.

When artists and audiences talk about Sadler's Wells, they use the words: 'innovative, exciting and risk-taking'. Trying new things has always been part of our core purpose, and it's more important today than it has ever been.

This is an exciting and complex time in the theatre's history as we recover from the impact the coronavirus pandemic has had on our business model and work towards opening a fourth venue in Queen Elizabeth Olympic Park in east London in 2023. This mix of recovery and expansion, which takes place in the context of a rich and ambitious artistic programme, requires a new Head of People and Inclusion to create and deliver strategies to ensure our People can thrive and deliver our ambitions.

This role offers you the opportunity to bring your ideas, passion, knowledge and experience to Sadler's Wells. In return, the successful candidate will be part of a strong and supportive team in a world class arts organisation.



Background Information

Sadler's Wells is a world-leading creative organisation, dedicated to presenting, producing and touring dance made today in all its forms. Sadler's Wells commissions, presents and produces more dance than any other theatre in the world – from tango to hip hop, ballet to flamenco, Bollywood to cutting-edge contemporary dance. With an innovative, year-round programme of performances and learning activities, this is the place where artists come together to create dance, and where we welcome everyone to experience dance and be inspired.

Our aim is to reflect and respond to the world through dance: enabling artists of all backgrounds to create dance that moves us and opens our minds; sharing those experiences with the widest possible audiences to enrich their lives and deepen their understanding of what it means to be human.

In normal times, over half a million people come to our theatres in London each year, with many more enjoying our touring productions at partner venues across the UK and in cities around the world. Sadler's Wells Theatre has been located in Islington since the 17th century. Our modern day theatre comprises a main auditorium (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsal studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' colleagues.

Our second theatre building and West End home, the Peacock (1,000 seats), is subject to a unique agreement whereby Sadler's Wells and the London School of Economics jointly manage it, with the LSE presenting its lectures to students during the day and Sadler's Wells presenting theatre at night.

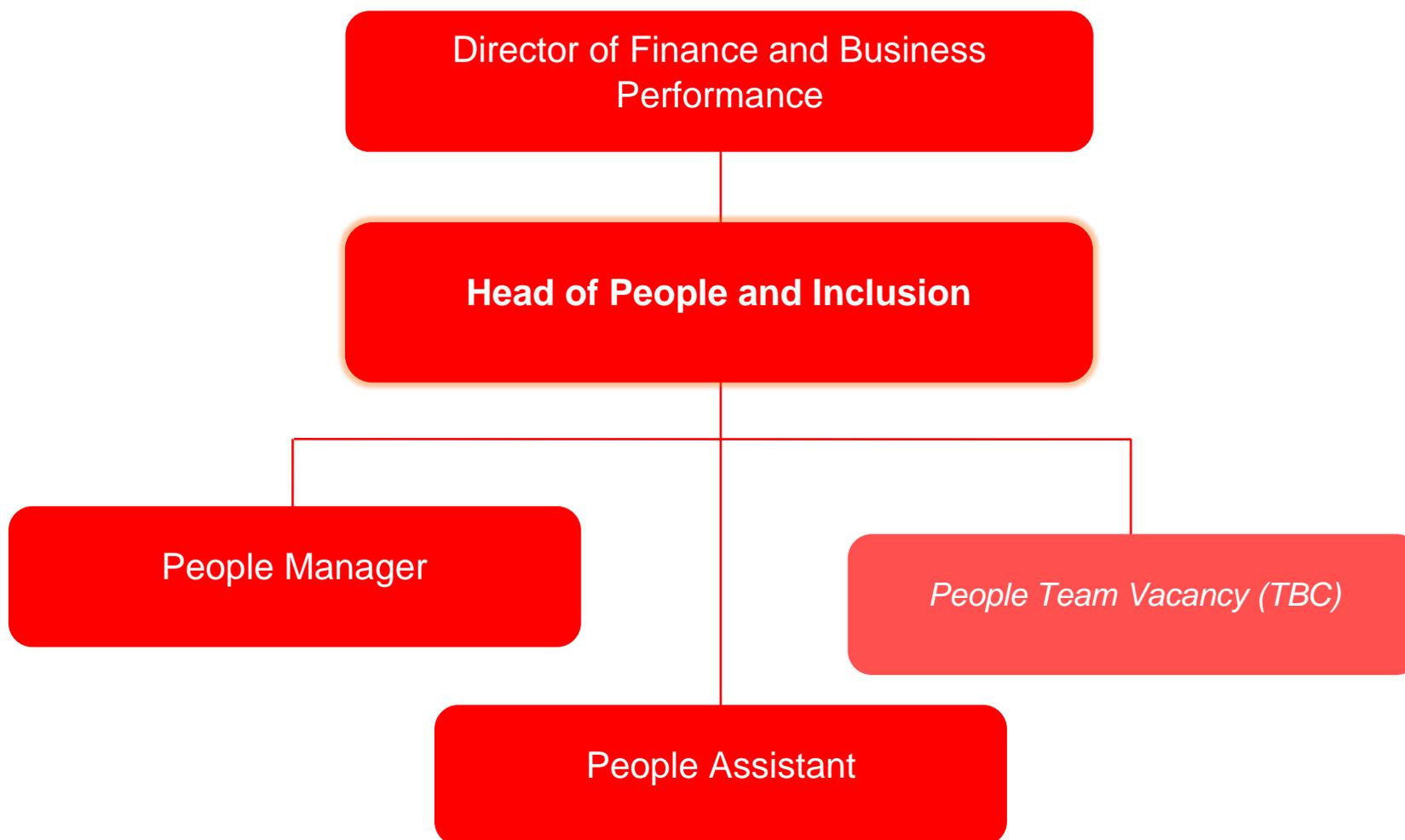
Future Plans

Plans are underway for the development of a fourth venue in east London's Queen Elizabeth Olympic Park. Sadler's Wells' new space will be located on the Stratford Waterfront site, opposite the London Aquatics Centre, alongside UAL's London College of Fashion and the V&A Museum. The site will form part of a new cultural and education district, which will also include a major new University College London (UCL) campus and have direct links to the creative communities already based in east London.

Sadler's Wells' new space will house a 550-seat mid-scale theatre, as well as facilities for a choreographic centre and a hip hop theatre academy, all planned to open by the end of 2023.

The Department

The post of Head of People and Inclusion reports to the Director of Finance and Business Performance and is part of the Management Board.



The Role

We are looking for a Head of People and Inclusion to join our People team. This role will be instrumental in leading the existing operational HR function to a more holistic and transformational approach to our people and commitment to inclusion, taking a wider view of the organisational goals and strategy, and financial picture, and choosing the right 'tools' to use to add value. We don't see our colleagues as 'resources' – we instead work in partnership to maximise their value and experience through talent acquisition, onboarding, talent management, total rewards, and culture, as well as enabling managers to deal with issues quickly and effectively.

This is a new role, and therefore an exciting opportunity to shape the remit and impact you and your team will have in the organisation. Collaborating with the Senior Management Team and Organisational Development Partner, you will lead a strong operational team of three to make the transition to a transformational and future focused way of working and planning. You will also create and drive a new People Strategy to align the team to our future needs, support our recovery from the pandemic and grow towards opening our third venue in Stratford in 2023.

What are my responsibilities?

As a new role, we very much expect this to evolve with the new postholder, but we anticipate the key responsibilities upon starting will be:

Strategy and Policy

- Create and deliver a People and Inclusion strategy and associated budget aligned with the organisational values, vision and mission
- Develop a suite of KPI's and data to measure progress in meeting our objectives, such as diversity analytics to understand and track performance
- Undertake a review of all People and Inclusion policies, systems and processes to evaluate their impact, implement improvements and ensuring they are inclusive and accessible to all
- Undertake diversity assessments of wider organisational practices and processes and creating positive action interventions to support under-represented groups

Operational and Transformational

- Lead the redesign of our recruitment and retention process from attraction and selection, to interview and onboarding, making Sadler's Wells an employer of choice
- Undertaking a skills audit across the organisation to inform a development and talent management offering using our appraisal and performance management mechanisms
- Work alongside our Finance team to improve payroll systems and processes to eliminate errors and create efficiencies
- Evaluate and implement a new HR data and information system to streamline and improve our organisational data sets to meet our future goals

- Advise, coach and challenge the Senior Management Team on people and inclusion issues, and our anti-racism commitments
- Coach and upskill managers and employees on the value of diversity and inclusion, as well as employment and development practices and legislation
- Build and maintain relationships with our Trade Union representatives and working with them to make the right change or people decisions
- Work closely with the Organisational Development Partner on values, wellbeing, culture and change projects
- Resolve complex employee relations issues sensitively and effectively, such as performance, grievances, or absence
- Plan for the next financial year in terms of workforce, budget and programme, and ensuring cost control and maximising revenue
- Empower, enable and build a People Team to make lasting and positive change across the organisation
- Lead the departmental strategy in line with the organisational mission and vision, and ensure team objectives are aligned and met to a high standard
- Define and deliver the best outcomes for the organisation by working collaboratively to make key decisions and deliver strategic projects and activity
- Drive the organisational commitment to diversity and inclusion as a leader, in particular our anti-racism pledges, ensuring to challenge the status quo and hold others accountable
- Build an effective and diverse team of emerging leaders by providing guidance and coaching to team members, and creating opportunities for development and progression
- Be transparent about decision making and be aware of your own biases, and be actively open to review, allowing for challenge, clarification and exploration of possible alternatives
- Embrace digital ways of working to adapt, grow and continue to deliver our mission in a changing cultural landscape

Leadership

- Live, breathe and role model our organisational values of Excellence, Collaboration, Inclusion and Innovation, being aware of the influence and impact you can have as a senior leader in Sadler's Wells
- Lead and support the People team, with a particular focus on role modelling new and smarter ways of working, ensuring workloads are sustainable and supporting individual and team wellbeing

General

- Undertake other duties as may be reasonably required
- At all times to carry out duties and responsibilities with regard to Sadler's Wells' Equality, Diversity and Inclusion and Health and Safety Policies. This may include providing assistance with evacuation procedures or building searches in the event of an emergency at any of Sadler's Wells' premise

THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THIS POSITION. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND DOES NOT FORM PART OF THE CONTRACT OF EMPLOYMENT.

Who should apply?

The successful applicant will demonstrate the following skills, experience, and personal qualities:

Skills and Experience

- Full CIPD membership at chartered or fellow level
- HR/People/inclusion leadership experience in a similar role, and a drive to make lasting transformational change that puts people at the heart of everything you do
- Alignment with our organisational values: Excellence, Collaboration, Inclusion and Innovation
- Experience of redesigning systems and processes to be more efficient, more innovative and more inclusive
- Experience of resolving complex employee relations issues and restructure processes
- Knowledge of diversity and inclusion requirements in law, and in good practice and forward thinking organisations
- Knowledge of risk analysis and management, balancing people management, employment law and financial/commercial considerations
- Strong influencing and negotiation skills, and ability to challenge the status quo
- Ability to translate ideas into effective action speedily and within a finite budget
- Able to present information clearly to all levels of the organisation, using strong negotiating and influencing skills as necessary
- Strong leadership skills and strategic thinking, with the ability to flex and adapt your style to match the needs of your team and colleagues
- Coach, mentor and motivate team members to be the best version of themselves in the workplace, addressing any issues that arise quickly and sensitively
- Ability to work collaboratively and bring teams together into a cohesive and effective unit
- Able to demonstrate an open mindset and deep curiosity about others, listen without judgment, and seek with empathy to understand those around them
- Committed to driving an inclusive and anti-racist culture in the organisation, and actively implementing ways to increase diversity in our workforce, programme and artists

If you don't meet everything listed here, but believe you have demonstrable experience to take into consideration, please apply. This is a new role and we are aware every applicant will have strengths and development areas to accommodate.



Why work for us?

You will be a key part of our mission to make and share dance that inspires us all and delivering our vision to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other

- You will be offered a competitive salary, dependent on experience, based on a 35 hour week
- You will get 25 days annual leave, with an additional three days after five years' service
- You will be enrolled into the Sadler's Wells Trust Ltd. pension scheme
- You will have access to our comprehensive Employee Assistance Programme (EAP) to support your wellbeing
- You will engage in learning and project opportunities to develop personally and professionally, and support your career journey
- You can access an interest-free season ticket loan and a Cycle to Work salary sacrifice scheme
- You will be eligible for a death in service insurance policy covering twice your annual salary
- You will be encouraged to attend performances at both theatres with a discretionary allocation of tickets to employees (subject to availability), and a staff discount at the Garden Court Café
- We welcome everyone through our doors, and encourage and enable people to be the best versions of themselves and to feel confident and capable in their roles
- We embrace a blend between home and office working, and we welcome a conversation about flexible working and your needs
- We celebrate diversity in the dance we share and showcase, and in our workplace. We are working hard to be more inclusive and increasing access both on stage and off and have a number of anti-racism commitments to make lasting changes in the way we work.

Making an application

A Job Description and Person Specification are included in this document. If after reading you are still interested in applying, please find further details and information on how to apply [here](#).

If you would prefer to submit your application via video or in a more visual way, please contact recruitment@sadlerswells.com and we can make this happen.

We welcome applications from people from all backgrounds who feel they align with our mission, vision and values. We are international and multicultural on our stages, and we want to reflect that in our organisation. By celebrating difference and incorporating diverse points of view and experiences, we can become closer to our artists, audiences and the communities we serve.

We are proud to be a Disability Confident employer meaning we have been certified by the government as actively taking steps to attract, recruit and retain disabled workers. We understand that some disabled colleagues will need adjustments to help them perform to the best of their ability – these can be changes to the built environment and furniture, the tools and technology they use in doing their job, aspects of the role, ongoing support or working arrangements. As a user of the Disability Confident Scheme, we guarantee to interview all disabled candidates who meet the minimum essential criteria for the role as set out in the Job Pack.

Sadler's Wells also works collaboratively with Parents in Performing Arts (PiPA) in efforts to support parents and carers within the industry.



We welcome all applications by 11:59pm GMT on Thursday 8 April 2021. Interviews will take place virtually on week commencing Monday 12 April 2021.

