

**mac**

Midlands Arts Centre

**Director of Governance and HR**

**£45,760 per annum**

**Full Time 37.5 per week**

**Permanent**

**Located at MAC, Cannon Hill**

**Park, Birmingham, B12 9QH**

**Reporting to CEO**



## What we do

It is an exciting time to be joining us. In 2022 we will celebrate MAC's 60th birthday. Since 1962, MAC has grown to be one of the UK's busiest and most diverse arts centres, with 1 million visits every year.

MAC is a large, fully-accessible, multi-disciplinary arts venue situated in the beautiful surroundings of Cannon Hill Park. It offers an extensive programme of performances, exhibitions, films and arts activities and currently houses an independent cinema, theatre spaces, galleries, dance studios and a new café (Kiln) and bar.

MAC is a 'doing and making' venue that accommodates a range of amateur and professional opportunities. We have specialist studios for MAC's extensive Learning and Participation programme offering classes all year round from textiles and ceramics to animation and yoga, led by professional artists. We are proud to be a long-serving Birmingham brand contributing to newly commissioned work through our extensive talent development programmes. MAC Makes Music programme focuses on inclusive music making, taking our award-winning programmes to pupil referral units, special needs schools and early years settings.

MAC endeavours to provide opportunities for all the communities of Birmingham and beyond, from whichever ethnic or social background, to engage in the arts and all its forms of

expression. We do not, and will not, tolerate discrimination of any kind.

In 2019/20 MAC was rated 'Outstanding' by Arts Council England for the Creative Case for Diversity. We are honoured to be recognised on a regular basis nationally for our commitment to diversity and access. Inclusivity underpins all our strategic decisions across the organisation from staff, audiences and artistic programme, as well as the venue's physical development.

MAC is a National Portfolio Organisation (NPO) of Arts Council of England and supported financially from The People's Postcode Lottery and Birmingham City Council. Collectively this accounts for around 20% of MAC's £5m turnover.

MAC is operated by Midlands Arts Centre, a non-profit-distributing company limited by guarantee, Registered in England No. 718349.

## Upcoming Priorities

**HR:** Our priority in the forthcoming years, is to rebuild our talented teams of people across the organisation and ensure they are successfully trained and well-resourced to enable the charity to function effectively. MAC has a diverse workforce of ages, abilities and backgrounds, whose roles cover responsibilities such as leading courses and workshops, technical, front of house, catering, administration and programming - having around 180 staff across part-time and full-time work.

**Governance:** In 2022 we will be recruiting and inducting new volunteer Board Members. The CEO and Senior Team are responsible for the day-to-day running of the organisation, reporting to the Board who are ultimately responsible for the organisation. The MAC Board provide strategic counsel, constructive challenge and support the Senior Team, ensuring we meet regulatory requirements, best practice and remain accountable to all our stakeholders. The role of Director of Governance and HR oversees the smooth operation of Governance.

# Job Summary

The Director of Governance and HR is part of the Senior Management team at MAC and plays a key role in the strategic development of the company's legal, governance, HR and administration services.

Working closely with the Chief Executive and Artistic Director the post has principal responsibility for:

- The formal administration of Midlands Arts Centre's companies: the charitable parent company and wholly owned trading subsidiary and of any other such governing bodies:
  - fulfilling the role of Company Secretary and
  - reporting to the Board and the Chief Executive Officer
- Maintaining and submitting all statutory information for Companies House and the Charity Commission and fulfil all other formal reporting responsibilities of the organisation.
- Overseeing the development of consistent and effective administrative and HR systems across the organisation and establish, manage and lead an administrative team which will include one post specifically concerned with HR management and procedures.
- Ensuring the companies' boards are briefed on Governance matters and ensure timely and effective updates to board training.

- The servicing of the Board and its sub-committees and for co-ordinating Executive planning and meetings.
- Advising and leading on the development of HR and people resources and management ensuring MAC meets all best practice guidelines.
- Liaising with and convening the Employee Representatives group and ensure they have the skills and resources to enable their effectiveness in the role they undertake as a voice for the staff team.

## Responsible for:

Direct line management of the Head of HR and Head of Administration and over-seeing effective and high-quality contractual arrangements of MAC staff and contractors.

## Organisational Management

- To be responsible for the management and operation of the organisation's Administration Team.
- To fulfil the role of Company Secretary and ensure that all necessary records are maintained in an orderly and timely way and that returns are submitted to Companies House and the Charity Commission as required.
- To act as the Data Controller in respect of management of HR records.

- To be responsible for servicing the Board and its sub-committees and any other related legal bodies which might exist.
- To ensure that the records of the Board and its sub-committees are maintained efficiently.
- To oversee the implementation of the checks with the Disclosure and Barring Service (DBS) in line with MAC's policy and procedures.
- To be responsible for the development and implementation of administrative systems across the organisation.
- To ensure that policies and procedures are updated in line with changes in legislation and best practice and policies are shared and implemented across the organisation.
- To ensure that Company-wide records are developed, maintained and readily accessible for reporting to funders, stakeholders and others as required.
- Oversee the development of effective internal planning mechanisms and processes and be responsible for their efficient operation.
- To lead the development and implementation of programmes of performance management across MAC.

## **Leadership and People Management**

- To provide strategic leadership in developing MAC's people and its people management systems.
- To provide leadership in MAC's recruitment and support for young and emerging professionals providing strategic direction and developing partnerships to ensure MAC leads the way in excellent personnel systems, people development programmes and engagement with those sections of the community where arts engagement is low.
- To lead initiatives to ensure MAC recruits, develops and sustains a truly diverse workforce.
- To lead and line-manage a key central unit whose members you will develop.
- To be responsible for the recruitment, induction, performance management etc. of the staff you line manage, working closely with the CEO in line with company standards and frameworks.
- To work closely with MAC's professional advisors in planning recruitment, contracting and training for MAC staff.
- To oversee training and development activities as required for the training and development of colleagues.

## **Relationship Management**

- To liaise with colleagues to ensure the efficient and effective operation of MAC's administrative systems.
- To liaise with the Head of Administration to ensure colleagues meet the deadlines and obligations required for the efficient operation of mac's administration.
- To be responsible for liaison with the external HR support and ensure that suitable support exists and that all HR records are maintained in an efficient manner.
- To ensure that the administrative requirements of the Executive teams are met within the overall resources available for such support.
- To support effective collaboration between the Creative and Administrative teams to ensure efficient planning, particularly in relation to programme needs, contracting and related administration requirements.

## **Compliance and Financial Management**

- To maintain all records required as a Limited Company and Registered Charity and to submit the required information to Companies House and the Charity Commission.
- To ensure that MAC maintains accurate and comprehensive records of all Board meetings and of any decisions delegated to other bodies or persons.

- To liaise with Executive team to ensure that MAC complies with all other relevant guidelines and reporting frameworks (e.g. ACE, BCC, Auditors).
- To set and monitor budgets for the work of the Administration team, maintain and develop systems for monitoring income and expenditure and for taking action to deal with variances.
- To ensure that all procurement activity relating to the work of the team, occurs according to corporate guidance, and be responsible for authorising decisions and processes in relation to tender activity.
- To work with the CEO to manage, develop and monitor MAC's Risk Register and risk management strategies.

## **Equality, Diversity and Inclusion**

- To ensure equal opportunities and diversity policies are embedded within the culture and systems of the organisation.
- To ensure the Company's Protection of Children and Vulnerable Adults policy is fully implemented and monitored.
- All staff are expected to further, promote, and ensure the implementation of the equal opportunities, diversity and safeguarding policies of MAC.

# Person Specification

A person specification describes the areas of knowledge, skills and experience a person should possess in order to take up the post.

## Essential

- At least 3 years' experience in a managerial role in an organisation of significant size and complexity.
- Knowledge of compliance requirements of a Limited Company and Charity.
- Experience of delivering Company Secretary duties.
- Experience of working with and servicing committees.
- Experience of HR management and development of HR policies and strategies.
- Knowledge of data management and data protection legislation.
- Experience of delivering robust administrative systems in a complex organisation.
- Ability to deal positively with a wide range of people in person, by telephone and through written communication.
- Ability to deal pleasantly, constructively and positively with colleagues, to ensure they meet the obligations and deadlines required for the efficient operation of administrative systems.
- Excellent IT skills.

- Experience of working with the MS Office suite of programmes.
- Ability to establish, develop and adhere to administrative systems and routines.
- Experience of budget development, monitoring and control, demonstrating an attention to detail and consistency.
- Experience of line managing people, leading teams and working collaboratively with others across an organisation.
- Understanding of the importance of effective planning and monitoring procedures and ensuring efficient support for these across an organisation.
- Experience of analysing and evaluating information, and establishing ways to drive change and ensure continuous performance improvement.
- A commitment to, and understanding of, equality, diversity and inclusion and experience of delivering positive change in these areas.
- Understanding the specific requirements relating to HR systems and record-keeping.

## Desirable

- Professional HR qualification
- Company Secretary qualification
- Interest in the arts





### **Job Description Note**

The job description outlines the principal responsibilities and duties of the post holder. It is not meant to be, nor is it, an exhaustive list of specific responsibilities and duties. The post holder will be expected to undertake any other duties which could reasonably be expected as being within the remit of the post and which arise out of changes in legislation, regulations, orders, rules and working practices, methods and procedures and reviews, as directed from time to time.

Weekend and evening work will be required on occasions.

### **How to Apply**

To apply for this post [please follow the link here](#) and follow the application process, ensuring you answer all questions.

Please note that all applications are anonymised during the shortlisting stage. Any attached CVs will not be used at the shortlisting stage, so please ensure you complete the application fully and include all of your experiences, qualifications and any skills you have that would help us when considering you for this placement.

### **Deadline**

All applications must be received no later than midday on **Monday 17 January 2022**. Late applications will not be considered.

### **Short-listing**

Shortlisted candidates will be informed at the latest by **Friday 21 January 2022**.

### **Interviews**

Shortlisted candidates will be invited to interview on **Friday 28 January 2022**.

### **Contacting applicants**

Following the application deadline, we will contact all applicants to confirm the outcome of their application. We are unable to respond to requests for feedback at this stage due to the high volume of applications we receive.



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Cannon Hill Park, Birmingham, B12 9QH

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Photo: Tom Bird