



Northamptonshire Music and Performing Arts Trust

**Job Title** **Human Resources Leader**

**Reports To** Director of Finance and Operations

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### **Position Overview**

The Human Resources (HR) Leader is responsible for developing and delivering HR strategies that support NMPAT's charitable mission and organisational objectives. This role provides strategic and operational leadership across all areas of human resources, including talent acquisition, employee relations, compensation and benefits, performance management, compliance, and learning & development.

As a key member of the leadership structure, the HR Leader acts as a strategic partner to the Senior Leadership Team (SLT) and Heads of Department, ensuring that HR practices are consistent, legally compliant, and aligned with NMPAT's culture and values. The role will champion an inclusive, positive, and high-performing workplace where colleagues feel supported and able to thrive.

### **Key Responsibilities**

#### **Operational Excellence**

- Develop and implement HR strategies that support organisational goals, sustainability and growth.
- Advise the CEO, SLT and Heads of Department on workforce planning, and talent pipelines.
- Lead on people-related change management, ensuring well-planned, well-communicated transitions.

## **Talent Acquisition & Development**

- Lead the end-to-end recruitment process, ensuring high-quality, fair, and inclusive practices.
- Oversee screening, interview, assessment and selection processes to attract and retain excellent staff.
- Design and manage training, development programmes.
- To be responsible for onboarding of all new joiners.
- Develop and implement an induction and onboarding process
- Ensure leaders and managers are supported to grow capability across their teams.

## **Employee Relations & Engagement**

- Foster a positive, inclusive, and supportive workplace culture aligned with NMPAT's values.
- Provide expert advice on employee relations matters, ensuring consistent and fair application of policies and procedures. Create awareness where appropriate around these policies and procedures to ensure they are consistently and fairly applied.
- Develop succinct and visible HR communications so colleagues understand policies, processes, benefits, and development opportunities.
- Identify organisational training needs and coordinate learning and development activity to support continuous improvement and career progression.

## **Performance Management**

- Implement and embed performance appraisal and review systems.
- Support managers in effective objective setting, feedback conversations, and performance improvement processes.
- Promote a culture of accountability, recognition, and high performance.

## **Compliance & Risk Management**

- Ensure full compliance with employment legislation, HR best practice, and health and safety regulations.
- Maintain accurate HR records, reporting systems, and employment documentation.
- Lead the implementation and roll-out of a new cloud-based HR software platform.

- Oversee the regular review of HR policies to ensure they remain compliant and effective.

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## Person Specification and Qualifications

- CIPD qualified (Level 5 minimum; Level 7 desirable).
- 5–7 years' progressive HR experience, including at least 3 years in a leadership role.
- Strong working knowledge of UK employment law, HR policy, and organisational development.
- Demonstrable experience leading recruitment, employee relations, performance management, and organisational change.
- Excellent communication, interpersonal and influencing skills, with the ability to build strong relationships across all levels.
- Experience of advising and partnering with senior leaders in a complex or multi-site organisation (desirable).

## Core Competencies

- **Operational Excellence** – ensuring that the day-to-day HR management including processes, policies and management of risk are understood, embedded and delivered.
- **Leadership & People Management** – ability to inspire confidence and support managers effectively.
- **Problem-Solving & Decision-Making** – sound judgement and evidence-based decision making.
- **Change Management** – experience leading people-related change sensitively and effectively.
- **Confidentiality & Integrity** – consistently models high standards of professionalism and trustworthiness.

NMPAT is committed to promoting and safeguarding the welfare of children and young people. All posts are subject to enhanced DBS and barred list clearance, a Prohibition check, identity check, online checks, confirmation of the right to work in the UK, health assessment, and satisfactory references. References will always be taken-up in advance of the interview, and we may contact other previous employers for references.

This post is exempt from the Rehabilitation of Offenders Act 1974; therefore, all applicants are required to declare any cautions or convictions, which are not protected (not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended).

NMPAT is a Disability Confident employer. To address barriers, we will consider reasonable adjustments and access requirements throughout the application and interview process. Please alert us about anything we can do to make your application and interview process as accessible as possible.

NMPAT values diversity, and we particularly welcome applications from under-represented groups of the community.