



HR Administrator

Engagement type: Full time | **Contract:** Permanent

Salary: £24,685 - £28,031 | **Closing date:** Friday 1st May at 2pm

About LIPA

The **Liverpool Institute for Performing Arts (LIPA)** is recognised as a leading centre of excellence for creative learning and vocational training within the performing arts and creative economies. We hold an international and national reputation for the quality of our teaching, our world-class facilities, and our enviable track record of graduate employment and alumni success.

We're now looking for a motivated and proactive HR Administrator to join our friendly HR team. This is an exciting new opportunity to develop your HR career in a diverse, supportive, and inspiring environment, while playing an active role in supporting LIPA's transition to a new HR system.

About the Role

As the first point of contact for day-to-day HR queries, you'll play a key part in ensuring colleagues feel supported and informed. This is a varied and fast-paced role covering all stages of the employee lifecycle, including:

Key Responsibilities

- Coordinating recruitment and onboarding activities including UK Right to Work, DBS and reference checks.
- Preparing offer letters, contracts, and associated documentation
- Supporting induction processes
- Accurate reporting of absences including sickness and annual leave
- Maintaining accurate data within our HR information systems
- Assisting with the implementation of our new HR and Payroll system
- Providing general HR support to staff and managers
- Handling confidential information in a professional manner

About You

We're looking for someone who is enthusiastic, organised, and able to build positive working relationships. You'll bring:

- CIPD Level 3 (or currently working towards it) or equivalent.
- Experience in an HR or administrative role
- Strong attention to detail and excellent organisational skills
- High level of integrity and discretion when handling sensitive HR information.
- Adaptable and able to remain calm under pressure.
- Experience in payroll or an interest in developing payroll knowledge.
- People focused, with a helpful and approachable manner.
- Confidence using Microsoft Word, Excel and Outlook
- Clear communication skills and a collaborative mindset
- Managing a varied workload and meeting deadlines.
- Willingness to learn and develop within the HR profession.

What We Offer


- Salary: £24,685 – £28,031 per annum
- 22 days' annual leave increases with service, plus bank holidays and additional closure days
- Hybrid working (typically 4 days on-site)
- Complimentary tickets to LIPA productions
- A creative, inclusive and supportive working culture
- Competitive pension scheme

How to Apply

If you think this role is right for you, we'd love to hear from you. Simply click the apply button and submit your professional CV.

If you have any questions about the application process or require reasonable adjustments, please contact our Recruitment Team:

 recruit@lipa.ac.uk

 0151 330 3091

Closing date: Friday 1st May at 2pm. No agencies, please.

Our Commitment to Equality, Diversity & Inclusion

LIPA is proud to be an equal opportunities employer. We welcome and support applications from all backgrounds and do not tolerate discrimination based on age, disability, sex, sexual orientation, pregnancy or maternity, race or ethnicity, religion or belief, gender identity, marriage or civil partnership.

As part of our Strategic Plan (2023–2026), we aim to increase diversity across our community and particularly encourage applications from groups currently under-represented in higher education and the arts, including people from Black, Asian, and minority ethnic backgrounds; people with disabilities; and those identifying as female, non-binary, or trans. All appointments are made on merit.

LIPA is a registered charity (No. 1001565).