



Business Partner Candidate Pack



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Your journey starts here...

An intro from our Chief Executive

I'm Stuart Murphy and welcome to English National Opera.

At ENO there are a few values we live by – we strive to be world class in everything we do – in what we perform on stage, how we treat our customers and how we treat one another inside the company.

The thing that connects us all is that we are here to make world-class opera for anyone.

We sing in English, and our home is the London Coliseum – the largest theatre in the West End of London, designed as a people's palace of entertainment. We take our commitment to offer accessible pricing seriously, with tickets starting at just £10.

We have an extensive learning and participation programme at the heart of our company, and we offer training, coaching, mentoring and professional development not only to our performers and to the next generation of musical talent, but to all of our staff.

We are fair, honest, transparent and put a premium on excellence – so if you love creating, imagining, supporting brilliant musical and theatrical endeavour, there are few places in the world that offer the scope of what we offer here.

On behalf of all of us, I hope that once you have read this candidate information pack, you will be considering applying for this position. We look forward to receiving your application.

Very best wishes,



Stuart Murphy
Chief Executive



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**“Inspiration is an
awakening”**

Giacomo Puccini





English National Opera exists for everyone, creating new experiences with opera that inspires, nurtures creativity and makes a difference. Our vision is for lives changed through opera.

We take a fresh inspiring approach to opera to reflect the diversity of our culture.

We believe that opera is a living art form able to connect to people from all parts of our society. We collaborate with a range of artists and art forms as part of our commitment to the future of the art form. We sing in English, as we believe it enhances the emotional connection between performers and audiences.

We encourage creativity throughout the company and our commitment to the future of opera provides a platform to develop outstanding careers.



We are a world-class national company recognised internationally for the standard of our work. We nurture talent across the entire company including a platform for young singers to start and then develop global careers.

We connect to audiences through inspiring, accessible, world-class opera and stimulating, creative participation programmes.

We create our productions for the widest possible audiences and aim to introduce completely new audiences to the magic of opera whether at the London Coliseum, outside of our theatrical home or internationally.

We make our productions accessible by offering a large proportion of tickets at affordable prices, and through our attendance schemes.



We work with a wide range of visiting companies to generate essential revenue and welcome new audiences to share the experience of our theatre.

English National Opera is founded on the belief that opera of the highest quality should be accessible to anyone.



Business Partner

We are excited to be recruiting for a new business partner at the English National Opera. You will be working as part of a 4-person business partner team, within a larger finance team of 12. This role is for a part-qualified person and will report to the Head of Business Partnering and support Visiting company, ENO Engage and Support (IT, H&S, People, Legal, Exec) departments.

Reports to:

Head of Business Partnering

Salary

£40,000 - £45,000 per annum

Holiday Entitlement

25 days (plus 8 bank holidays)

Location

London Coliseum

Hours

35 per week

To Apply

Send the following documents to workwithus@eno.org

* Please ensure they are sent as separate attachments

- Part 1 (Sections A-C) of Application Form
- Part 2 (Sections D-G) of Application Form
- Diversity and Equality Monitoring Form

The role

Application Deadline

12 noon Monday 14th November 2022

Application

Application Form



Business Partner

Your responsibilities will include:

- Production of the monthly management accounts, monitoring and reporting on the actuals v forecast performance for their areas.
- Deliver the planning, budgeting and forecasting for their areas including identification of any risks and opportunities.
- Track Visiting Company box office income performance and KPI's and report back to the business in a clear and insightful manner.
- Prepare Visiting Company settlement statements Summer Musical Hire, Xmas Hire (Ballet) and one nighters.
- Review and advise on proposed Visiting Company commercials to ensure profitable use of the Coliseum.
- Build strong partnerships with the management team for their business areas, delivering analysis, reporting and financial guidance to help achieve business plans.
- Drive new adhoc analysis and insight to support performance tracking, cost control and decision making ensuring these are timely, relevant and insightful.
- Identify, suggest and implement improvements to business processes and financial controls to increase efficiency and drive best practice.

Skills, Experience and Qualifications:

- Part - qualified finance professional.
- Experience in producing management accounts, budgets and forecasts.
- Strong technical ability, attention to detail and knowing your numbers.
- Strong Analytical skills (Microsoft Excel) and experience of preparing analysis, insight and turning into recommendations.
- Ability to constructively challenge ways of working to foster improvements to drive efficiency and better insight.
- Excellent communication skills with experience in working with both financial and non-financial staff.
- Ability to balance competing priorities actively managing stakeholder expectations.
- Microsoft Dynamics 365 & Jet reporting experience desirable.

Why work at ENO?

When you join us at ENO, we'll provide you with an in-depth induction that will introduce you to your role, your department and give you the opportunity to explore all areas of the company.

"My most enjoyable thing about working at ENO is working with a supportive, fun and energetic team"

"The variety of what we do is amazing, from drinks receptions and garden parties, to opportunities to see performances from Stage Prompt or the Flys - every day is different and exciting!"

"The most enjoyable thing about working in the Development team at ENO is being able to collaborate with everyone in the organisation - Marketing & Comms and Baylis, as well as the teams at the Coliseum so there is a great sense of community within the company"

From our third annual staff survey in May 2021, we found that:

92% of people at ENO feel pride in the work they do and the results achieved

81% of people plan to be working at ENO in three years from now

90% of people know how their work contributes to ENO's future

Whole Company Staff Benefits

At ENO, we believe our staff are our strongest asset, and we offer support beyond your salary. We will also invest not only in your professional development, but also in your wellbeing.

Our current staff benefits include:

Professional Development

- Annual Professional Development Review to support your personal and career ambitions and achievements

ENO and London Coliseum Performances

- Access to complimentary tickets for ENO and selected London Coliseum performances
- Access to a staff rate for ENO performances
- Complimentary tickets to talks, recitals and behind-the-scenes events

Staff Well-Being Activities

- Generous annual leave entitlement
- Access to subsidised activities such as massage and yoga
- Access to an employee assistance programme

Financial Support

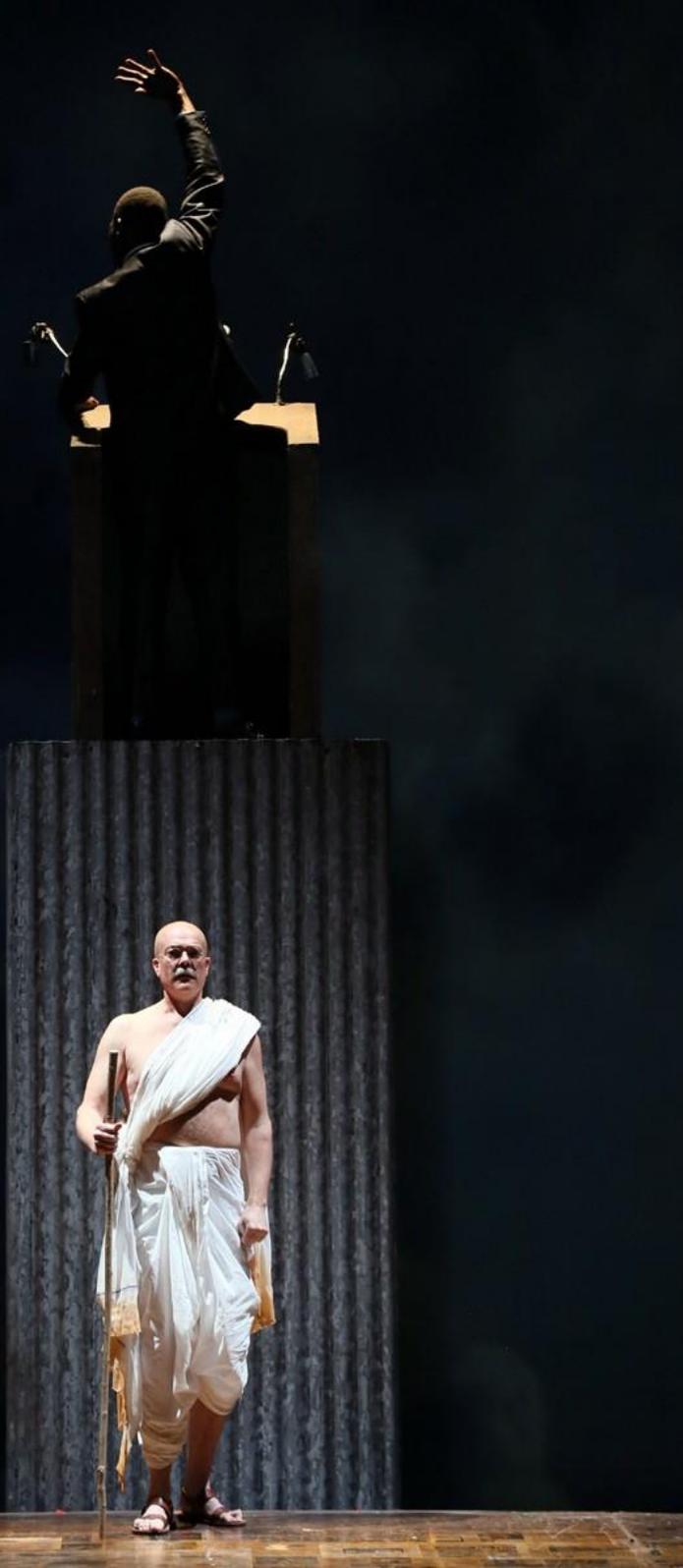
- Employer pension contribution of 3%, with employee contribution of 5%
- Digital payslips accessible through mobile apps
- Staff canteen at the London Coliseum
- Star of The Month Scheme
- Employee discount programme through Perks at Work
- Interest-free travel season ticket loans
- Cycle-to-work scheme
- Eye care vouchers

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**“Imagination
creates reality”**

Richard Wagner





Confidentiality

Confidentiality is so important in this role and our policy is strict. All information concerning staff, patrons and other ENO business, the disclosure of which could be detrimental to the company, must be held in the strictest confidence and may not be divulged to any unauthorised person at any time.

Data Protection

Data Protection and adherence to GDPR is equally important. We therefore require that computer information should only be accessed if this has been authorised and is necessary as part of the postholder's work. You will need to be aware of the GDPR 8 key principals, and the Computer Misuse Act 1990.

Health and Safety

Health and Safety is so important at ENO and we would expect that the postholder will be happy to undertake personal responsibility for safety as will be outlined in the ENO safety policy and the Health and Safety at Work Act 1974.

Equal Opportunities

Equal Opportunities is a given. We will expect the postholder to abide by ENO's policies on Equal Opportunities and Dignity at Work.

Code of Conduct

Code of Conduct is sometimes assumed, but at ENO we will require the postholder to act in accordance with ENO's Code of Conduct whereby everyone shall be treated in a professional and courteous manner with full regard to the avoidance of discrimination, consistent with current equal opportunities employment legislation.

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