



Job Vacancy: Human Resources Manager

Luton Town Football Club 2020 Ltd

PURPOSE OF THE ROLE

The Human Resource Manager's primary function is to develop, advise on and implement policies relating to the effective resource planning of personnel within the organisation. The principle purpose of the role is to ensure the business employs the right balance of employee's in terms of skills and experience and that training and development opportunities are identified and available to enhance performance and achieve business objectives within budgets.

KEY RESPONSIBILITIES & ACCOUNTABILITIES:

- To establish and develop the role of HR Manager and implement a fully co-ordinated HR function.
- Implement all HR processes (Recruitment, Inductions, Appraisals, Career Management and Disciplinary & Grievance).
- Work closely with all departments, assisting and supporting line managers to understand and implement policies and procedures.
- Develop, with line managers, HR planning strategies which consider immediate and long-term employment requirements.
- Implement systems for maintaining current and historic HR records.
- To act as the Safeguarding Senior Manager for the Club, ensuring that the Club's policies and procedures are in accordance with the EFL's requirements.
- Ensure job descriptions are kept up to date and consistent, create new job descriptions when necessary.
- Recruit employees – this includes developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing and selecting candidates.
- Supervise and plan employee annual appraisals and support line managers to coach and discipline employees.
- Deal with grievances and implement disciplinary procedures where appropriate.
- HR Communication across the business.

KEY PERFORMANCE INDICATORS:

- Ability to manage and communicate clearly and effectively with the team.
- Set and maintain high standards of work performance and deliver quality consistently and efficiently.
- Management of time, working to tight deadlines to ensure priorities are met.
- Proficiency in all aspects of Microsoft Outlook, Excel and Word.
- Maintaining well organised and detailed documentation records.
- Ability to learn new duties and adjust to new situations encountered on the job within a reasonable amount of time.

REQUIREMENTS:

- Experienced operator in establishing, enhancing and maintaining employee development and appraisal programmes. Able to guide and support decisions around resourcing, reporting structures and relationships.
- An outstanding communicator with the ability to work within a diverse workforce. Able to handle complex and difficult situations with thought, confidence and sincerity.
- Can demonstrate gravitas, professional and personal credibility and build strong business relationships internally and externally
- Able to problem solve both operational and strategic issues through a pragmatic and commercially sound approach.
- A passion or empathy with sport and entertainment brands as customer experiences.

QUALIFICATIONS:

- CIPD or equivalent qualification essential.
- A minimum of 5 years Human Resources experience, preferably within a similar fast paced environment.
- Strong working knowledge of employment law and current legislation and familiar with best practice on all Human Resource issues including redundancy, TUPE etc. Experienced in coaching managers through these processes and leading where necessary.

Closing Date: Monday 10th June (5pm)