

JOB DESCRIPTION

Job Title: HR Manager	Current Job Holders:
Department: HR	Effective Date: July 2021
Location: Kenilworth Stadium	Role Type: Employee

JOB PURPOSE

Working closely with the senior team, the HR Manager will provide a comprehensive HR service, ensuring that the Club is equipped with best practice approaches. The role will also be responsible for implementing and overseeing processes and policies, alongside providing pragmatic direction and guidance.

The role is a varied mix of hands-on operational work combined with projects to strengthen the overall HR function and support the development of the business. Applicants will need to have a flexible approach to work and be able to accommodate evenings, weekends and matchdays as required.

RESOURCES MANAGEMENT

Management responsibility for: N/A

Reports to: Operations Director / CEO

Budgetary signing limit and commercial framework: N/A

KEY RESPONSIBILITIES

- Uphold the HR function, educating on policies and processes across the Club, such as; recruitment, inductions, absence, performance management, disciplinary & grievance. Communicate on any policy or process changes using the intranet and weekly meetings
- Administer employment paperwork across all staff including; employees, casual workers/ matchday staff, volunteers, consultants etc
- Develop, with line managers, strategies which consider immediate and long-term employment and training requirements
- Recruitment – this includes developing job descriptions, preparing job adverts, checking application forms, shortlisting, interviewing, and selecting candidates as well as helping line managers to onboard new starters

- Benefit administration – work in conjunction with Finance to oversee staff benefits and monthly payroll inputs, as well as project work such as Real Living Wage planning, and Gender Pay Gap reporting
- Maintain HR records and continue to implement systems / new processes to create administration efficiencies
- Support with compliance audits from time to time, such as the EFL’s Code of Practice, Safeguarding Audits and any another business requirements
- Oversee and drive HR projects, such as Real Living Wage analysis, Mental Health & Wellbeing initiatives, and the promotion of the Employee Assistant Programme
- Deal with investigations, grievances and implement disciplinary procedures where appropriate.

Safeguarding

- To act as Lead Disclosure Officer – Club wide in conjunction with the Academy Lead to ensure that:
 - Advertisements of job roles are clear and concise
 - Interview processes are thorough
 - Written references for critical roles, particularly those that are working with Children Vulnerable Adults obtained
 - Work with line managers to ensure that DBS & Safeguarding paperwork is received as appropriate
 - Ensure that all internal documentation is complete as per the new Starter Check List and in accordance with the Safer Recruitment Policy.

Equality, Diversity, and Inclusion

- Equality and Diversity Lead – attend all EFL EDI meetings and promote inclusion activities in conjunction with the EFL
- Support with EDI initiatives and continue to monitor the Clubs diversity and inclusivity
- Promote and drive the Clubs EDI strategy as committed to in the Code of Practice.

Health & Safety:

Head of Department requirements:

- Maintain up to date knowledge of Health & Safety legislation and ensure compliance with the Clubs Health & Safety Policy and all relevant regulations
- Consider the Health & Safety implications of all operations within your area of responsibility
- Support and uphold agreed standards for Health & Safety compliance, including assisting in accident, dangerous occurrence and near miss investigations within your area of responsibility
- Direct the adherence to, and implementation of safe management systems in line with legislation and Club policy within your area of responsibility
- Carry out induction briefings to direct reports and where applicable induct any workers/volunteers/contractors/visitors etc when entering the premises
- Carry out safety briefings to all staff regarding; urgent safety information, general safety information and any changes to Club policies or procedures
- Regularly conduct and review risk assessments, safe working, and management systems
- Lead any Health & Safety training needs and ensure that all training is completed by your direct reports
- Manage and monitor the performance of subcontractors, suppliers, and partners, etc and make appropriate Health & Safety recommendations for performance improvement

- Liaise regularly with the Clubs appointed Health & Safety representatives to support and maintain compliance
- Maintain records of all Health & Safety issues within your area of responsibility.

MAIN JOB REQUIREMENTS AND PERSON SPECIFICATION

Education/Qualifications/Training:

- CIPD or equivalent qualification essential
- Educated to Degree Level or equivalent

Specific Experience:

- A minimum of 5 years generalist HR experience, preferably within a football environment or an environment familiar with casual/ seasonal workers
- Strong working knowledge of employment law and best practice
- Experience in successfully developing and supporting managers through change
- Experience in compensation and benefits administration
- Experience of supporting organisational re-structures would be welcome.

Abilities/Skills/Knowledge:

- An outstanding communicator, able to handle complex and difficult situations with thought, confidence, and sincerity
- Can demonstrate gravitas and resilience to build strong 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.

Additional Information:

- This a Full-Time role
- Applicants must be eligible to live and work in the UK.

SAFEGUARDING STATEMENT

The Club is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

The Club has systems in place to ensure that the welfare of vulnerable groups is dealt with appropriately and sensitively. Everyone working at the Club has a duty of care to safeguard the welfare of children and young people by creating an environment that protects them from harm. Our standards of practice ensure all staff are fully aware and understand their responsibilities under safeguarding legislation and statutory guidance.

The Club ensures that all staff that have a direct responsibility for children, young people, or vulnerable adults, have been subject to the most stringent of recruitment practices which include DBS and reference checks. These staff are alert to signs of abuse or maltreatment and will refer concerns to the relevant Designated Safeguarding Officers using the agreed safeguarding procedures.

EQUALITY STATEMENT

The individual must at all times, carry out their duties with due regard to the Clubs policies and procedures and in particular the Clubs Equality, Diversity, and Inclusion Policy.

The individual must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation, or harassment of any description and to promote positive working relationships between all internal and external stakeholders. The individual must contribute to encouraging equality and respecting diversity by embedding such values in the workplace and challenging inappropriate behaviour and processes.