



TRENT BRIDGE
EST. 1838

**Nottinghamshire County Cricket Club
is looking to recruit a HR Manager
to join its team at Trent Bridge on a fixed term basis for 12 months (start
date 4 March 2024).**

The successful candidate will work with the Executive Team and be responsible for pro-actively developing and implementing a people strategy that attracts and retains a quality workforce.

This is a challenging, multifaceted role that requires strong interpersonal and people management skills. Its primary function is to manage and continually develop a full HR service that enables our employees to thrive, grow and perform to their very best. You will support the role out of a club wide EDI action plan and embed this within the culture of the Club.

As HR Manager you will be responsible for reviewing and updating our processes and procedures, including contractual documentation and associated literature.

You will implement pro-active training and development plans for employees and build a strong performance management culture that underpins the success of the business.

You should have the ability to inspire trust and confidence, work collaboratively and communicate with people at all levels. Strong organisational, IT and administration skills are essential.

See below to view the Role Profile and Person Specification for the role.

If you would like to join us at Trent Bridge, please send your CV and covering letter, including details of your current salary to:

**The HR Manager
Nottinghamshire County Cricket Club
Trent Bridge
Nottingham NG2 6AG**

**or email the HR Manager at
Recruitment@nottsccc.co.uk**

No agencies please

**Deadline for receipt of applications: 8th December 2023
Interview Dates: w/c 18th December 2023
Start date of role will be 4th March 2024**

Role Profile

RESPONSIBLE TO: Head of Corporate Services

RESPONSIBLE FOR: HR Assistant

Lead and direct the Human Resource function to deliver a comprehensive service to the business that covers all aspects of employee relations for permanent and casual/temporary staff and the volunteer workforce

Ensure all company policies and procedures are compliant and in line with current employment law. Update relevant publications and documents in line with any change in legislation, policy or business need

Co-ordinate and oversee the Club's recruitment process from initial approval, creation of role profiles, advertising placement, pre-screening candidates, facilitating interviews and contract production

Ensure that the Club's appraisal and review process is conducted on an annual basis by all Managers with line management responsibility. Ensure work programmes are reviewed quarterly, updated and any agreed actions are implemented

Manage the investigation process in disciplinary and grievance issues, making recommendations to Line Managers and employees and supporting them through the stages of disciplinary and grievance hearings

Work with the Management team to devise and implement pro-active training and development plans for employees to improve operational efficiency throughout the business

Develop processes and a strong performance management culture that manages talent and supports succession planning. Identify personnel and capability gaps across the business and implement improvement measures

Raise the profile of HR across the business, providing support, engaging and educating Managers and employees through informal or formal advice workshops and other pro-active initiatives

Measure employee satisfaction and collate feedback from employee exit interviews to identify areas that require attention and improvement

Provide formal written reports to the Executive team analysing market trends within the sector, sharing relevant case studies and reporting our position via benchmarking exercises

Manage and develop the HR Assistant to maximise the quality output from this department

Other

Any other duties laid down from time to time consistent with the grading of the role

Key Performance Indicators- To be agreed in consultation with post-holder annually in end of year reviews and written into yearly work programme

Person Specification

	Essential	Desirable
Experience	<p>Experience of having worked as a HR number one and at senior level</p> <p>Experience of IT systems (particularly Microsoft packages – Word, Excel, Outlook)</p> <p>Experience of dealing with senior and challenging individuals</p> <p>Demonstrable experience in managing TUPE, redundancy or other relevant HR projects</p>	Experience of utilising and interpreting data
Knowledge	<p>Knowledge of IT systems and intra / internet including creating databases and use of web-based tools</p> <p>Strong understanding of employment law</p>	
Skills	<p>Excellent IT and keyboard skills</p> <p>Strong organisational skills</p> <p>Ability to prioritise workloads</p> <p>Excellent time management skills</p> <p>Strong report writing skills</p>	<p>Ability to analyse complex data</p> <p>Ability to develop and deliver in-house training</p>
Qualifications	<p>CIPD accredited qualification (or equivalent)</p> <p>+2 years post qualified experience</p>	Additional awards or certificates gained in the HR field (CPD)
Qualities & Attitude	<p>A professional and commercial approach to HR, with the ability to deliver high employee satisfaction</p> <p>Superb communication honed in business partnering and advisory roles</p> <p>Ability to work without supervision</p> <p>Ability to work within a team and build strong working relationships with team members</p>	Understanding of social and community cohesion

	and partners at all levels	
Other	Presentable and professional outlook	Ability to work some flexible hours