



CANDIDATE BRIEF

.....

HR MANAGER (12 MONTHS FIXED TERM)

NOV 2023





AN INTERNATIONAL SPORTING VENUE,
A PROFESSIONAL COUNTY CRICKET CLUB
AND A THRIVING COMMUNITY HUB

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We are Trent Bridge, a cricket ground of global repute first established in 1838. We're proud of our illustrious history but mindful too that our future prosperity is reliant on continual investment in our facilities, our professional team and our lauded community programmes.

The HR Manager 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.

The role 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 ongoing work on the club wide EDI action plan and continue to embed this within the culture of the Club.

The successful candidate will be CIPD accredited (or equivalent)

The successful applicant will be required to work 35 hours per week Monday to Friday as well as working some weekend and evening work largely during the cricket season (April to September). Start date for the role will be March 2024.

Thank you for your interest in this role.

ROLE PROFILE

Job Title: **HR Manager (Fixed Term)**

Reporting to: **Head of Corporate Services**

Responsible for: **HR Assistant**

Key Responsibilities:

- 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

EQUITY, DIVERSITY AND INCLUSION

Nottinghamshire County Cricket Club is committed to being an Equal Opportunities Employer.

The Club recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination.

The Club will seek to promote the principles of equality and diversity in all its dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies and the public.

All employees and those who act on the Club's behalf are required to adhere to this policy when undertaking their duties or when representing the Club in any other guise.

SAFEGUARDING

Nottinghamshire County Cricket Club is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services and are committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and the ECB requirements to ensure that all children participating in Cricket have a safe, positive and fun experience, whatever their level of involvement.

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</p>	Understanding of social and community cohesion

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

HOW TO APPLY

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 Department
Nottinghamshire County Cricket Club
Trent Bridge
Nottingham NG2 6AG

or email the HR Department at: recruitment@trentbridge.co.uk

Closing date for receipt of applications will be: **Friday 8th December 2023**

Interview Dates: **w/c 18th December 2023**

Start date of role will be March 2024

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible

We are an equal opportunity employer. we celebrate diversity and are committed to building an inclusive environment for all employees. when submitting your details, please let us know if you require any support or reasonable adjustments during the interview process

No agencies please

TRENT BRIDGE
EST. 1838

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Nottinghamshire County Cricket Club
Trent Bridge, Nottingham, Ng2 6AG
(0115) 9823000
recruitment@nottsccc.co.uk

