CLUB FOUNDED 1839

Sussex County Cricket Club

Job Description

Job Title: **HR Manager**

Reports To: **The Chief Executive**

Remuneration: **Competitive rewards package dependent on qualifications and experience**

Role Purpose

To enable the Club to maximize the contribution of staff to deliver the Club's strategic goals.

Key HR Responsibilities

- Advise the Board, the Chief Executive, line managers and staff on all HR matters
- Provide pro-active HR solutions to business issues
- Develop, implement and manage Client Services for internal and external stakeholders.
- Support Pro Cricket and be the first point of contact for ECB, UKBA and agents on all player contracts, visas, registrations and all other required documentation alongside the Cricket Coordinator.
- Ensure the Club remains compliant with regards to employment legislation
- Manage recruitment of all non-playing staff and managing the recruitment budget
- Act as main point of confidential contact for staff and management
- Produce and maintain all HR and health and Safety policies, procedures Handbooks and and all other related documentation
- Assess training needs and manage the training budget
- Health and Safety administration
- Absence management
- Creation of learning opportunities for staff
- Maintain and improve staff communications
- Implement the Club appraisal scheme
- Manage all Disciplinary and Grievances.
- Collate payroll information for finance team
- Maintain personnel records
- Monitor and manage Health and Safety records including accident/near miss reporting.
- Manage and coordinate all work experience placements, apprentices, university placements and volunteers.
- Annually devise staff rotas for seasonal activities.

Other Duties

- Assisting with general telephone queries from the public
- Assisting with ticket sales during the Season
- Assisting with Club events and on match days where required
- Any other reasonable duty as requested by the Chief Executive

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Person Profile – HR Manager

Essential Criteria	
1. Qualifications	
	CIPD qualified (or working towards) A Health & Safety qualification would be useful but not essential
2. Professional Experience	
	Minimum 2 years proven success in a generalist HR role Experience of working in a small business environment desirable Experience and understanding of UKBA Tier sponsor system desirable Understanding of professional Cricket / ECB regulations desirable
3. Skills & Knowledge	
	Leadership skills Excellent communication skills Competent IT skills to include experience of: a. Producing professional, clear written reports in Microsoft Word b. Producing and analysing data in Microsoft Excel c. Email applications such as Microsoft Outlook
4. Personal Qualities/Competencies	
	A natural leader and effective people manager A team player who can motivate and inspire others to achieve excellence Ability to build and maintain relationships with stakeholders Sound independent judgment Ability to organise and prioritise work A professional attitude and appearance A positive approach and a “can-do” attitude Ability to work under pressure Flexibility with regards to working hours and patterns of working to include occasional weekend working, willingness to step outside the role where required A commitment to continuous improvement

Signed By employee:_____ Date_____

January 2013