



HR Officer – Part Time Derbyshire County Cricket Club

Are you an experienced Human Resources professional who is able to provide first class operational HR support and lead the continued development of our HR programme?

Derbyshire County Cricket Club is seeking an experienced HR Officer to join the team at The 3aaa County Ground in Derby.

The Club is one of only 18 first class county cricket clubs in England and Wales competing at the highest professional level and hosting major cricket events such as the ICC Women's World Cup in 2017. The 3aaa County Ground also serves as a unique 365 days-a-year conference and events venue with Sir Elton John and an annual Fireworks event taking place in 2017.

Reporting to the Chief Executive, the post holder must have at least 2-3 years' experience in a HR role and be able to demonstrate that they are competent to lead HR policy development and daily implementation duties. An essential requirement of the role is a CIPD (*Chartered Institute of Personnel and Development*) qualification.

Role requirements;

- Review current HR practice, policy and organisational status and develop a robust company-wide strategy for HR which will support the development of a safe, comfortable, rewarding and positive place to work
- Actively contribute to the development and implementation of HR initiatives aimed at improving people management and business performance
- Provide guidance and practical expertise to line managers on policy-related issues to ensure the best performance of both their team and the individuals within it - including providing support through disciplinary procedures, grievances, appeals and performance management issues, ensuring notes and letters are produced
- Manage, prepare and complete player and staff contracts
- HR compliance administration, including archiving and document control as per the role requirements
- Assisting with administration tasks as required and ensuring that queries are dealt with in accordance with timescales
- Provide support during any investigation process, for example a complaint from an employee
- Pro-actively monitor long and short term sickness cases and provide support to managers in long-term sick cases, including occupational health / ill health retirement

- Undertake employee consultation as part of TUPE/reorganisation, by providing support to managers in one-to-ones, data gathering and managing letter production
- Provide education and coaching to line managers
- Highlight issues with a strategic, legal or employee relations impact to the organisation
- Support all managers in the collation and analysis of HR information, including the monitoring of HR activity against key performance metrics, to ensure that HR is clearly 'adding value' to the business

Knowledge and applied skills;

- Working knowledge of the functional areas, as above, through experience and training
- Likely to have 2-5 years' business experience
- Part-qualified professional or Certificate Level of Qualification, as a minimum

Desirable skills and experience;

- Excellent communications skills – written and oral
- A keen eye for detail
- Highly organised
- Ability to work in a fast-paced environment
- Able to prioritise workloads
- Strong IT skills

What we can offer you;

- This is a part time role, Monday - Friday (daily specific hours to be determined), 21 working hours per week, pro rata plus selected major event and match days.
- Some limited weekend and evening working maybe required based around the schedule of major events and match days but the dates are advised in advance and a lieu time system is in operation.
- Base salary £22,000-£24,000 depending on experience, pro-rated
- Derbyshire County Cricket Club staff are entitled to 25 days paid annual leave (pro rata for part time staff) per annum, to be taken between January 1st and December 31st.
- Company pension scheme
- Two complimentary tickets to every Derbyshire CCC match

What you should do to apply

Interested candidates should email an up to date CV and covering letter to jobs@derbyshireccc.com

The closing date for applications is Monday 24 April 2017.

Successful applicants will be contacted no later than Wednesday 26 April with details on the next steps in the recruitment process.