

Yorkshire CCC – Job Description

Job Title: HR Administrator	Date: January 2022
Line Manager: Director of People and Culture	Status: Permanent; 3-5 days per week

Job Purpose:

- To provide HR Administration Services to Yorkshire Cricket Club

Key Accountabilities:

- Support the Director of People and Culture and Senior Management in evolving the culture and supporting HR processes
- Ensure that contracts of employment are issued and updated in a timely manner
- Liaise effectively with payroll for setting up new employees, changes to remuneration and leavers
- Ensure that recruitment procedures are followed and that EDI transparent records are maintained
- Assist with EDI related activities and record keeping
- Help to implement and maintain an employee database, including reporting on key employee metrics
- Help to implement and maintain a suitable applicant tracking system
- Assist with review, improvement and digitalisation of HR procedures
- Maintain employee records complying with GDPR requirements
- Maintain records of appraisals
- Maintain records of any employee relations matters to include disciplinary, grievance and whistleblowing
- Undertake administration activities associated with employee induction
- Help employees and volunteers with simple queries, escalating more complex matters as appropriate

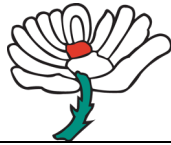
Key Relationships:

- Director of People and Culture
- Departmental Heads
- Line managers
- PA to Yorkshire Cricket Board; PA to Directors
- Finance staff

Person Specification

Essential

- HR Administration experience in a complex organisation, minimum 2-3 years



- HR systems management
- Administration of HR processes
- Awareness of good HR practices and legal implications
- Recruitment administration experience
- Absence and attendance administration experience
- Issuing of contracts of employment

Desirable

- HR Level 3 qualification
- Experience in a professional or elite sport organisation
- HR system implementation
- Experience of supporting EDI initiatives and record keeping
- Digitalisation of paper based processes
- Willingness to develop in the role including potential to study for Level 5 qualification
- Experience of supporting induction processes
- Supporting DBS and Safeguarding processes

Personal Attributes, Aptitudes and Abilities

- Positive, supportive, helpful internal customer orientated approach
- Understanding and commitment to confidentiality requirements
- Active commitment to equity, diversity and inclusion standards and supporting behaviours
- Flexibility and commitment in response to varied and competing demands and priorities
- Excellent communication and inter-personal skills, both written and verbal.
- Excellent IT skills
- Excellent attention to detail
- Ability to work independently and effectively under pressure
- Ability to work within a team and contribute to the overall success of the team and the Club
- Interacts effectively with all departments and personnel at the Club
- Commitment to work to the Club standards and within formalised rules, regulations, policies and procedures

Location and Key Conditions

- Based at Headingley Stadium in Leeds,
- Rarely travel may be required to other locations
- Salary and benefits: Dependent on experience, to include pension contribution