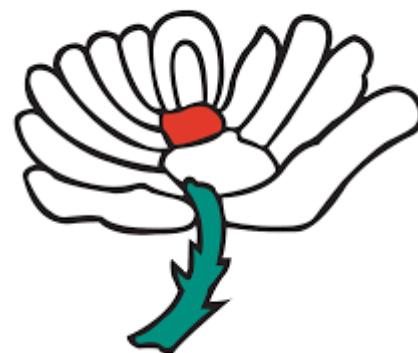


## JOB DESCRIPTION

Yorkshire County Cricket Club



<b>Job Title:</b>	People Business Partner
<b>Department</b>	YCCC - Finance, EDI and P&C
<b>Reporting Line:</b>	Director of People and Culture
<b>Salary Band:</b>	3 Manager
<b>Location</b>	Headingley Stadium, Leeds (Flexible work considered)
<b>Employment Type</b>	Permanent - Full Time

### Department Overview

The People and Culture (**P&C**) team provide a people first approach to providing advice, support and knowledge for all staff across Yorkshire County Cricket Club (**YCCC**), Yorkshire Cricket Foundation (**YCF**) and Yorkshire Cricket Board (**YCB**). The team helps develop a positive, cohesive and effective culture allowing staff to perform to their full potential whilst delivering alongside our P&C strategy.

### Job Purpose

To partner across the YCCC, YCF and YCB to provide generalist P&C advice, support and knowledge that is tailored to business needs and aligned to strategic objectives

### Key Responsibilities

Area	Responsibilities
Advice and Partnering	<ul style="list-style-type: none"><li>• Provide day-to-day generalist P&amp;C advice and operational support to the business on all aspects of the employee life cycle</li><li>• Develop P&amp;C policies and oversee effective implementation (e.g. grievances, disciplinary and performance)</li><li>• Partner with senior managers to provide relevant advice and positive challenge on strategic and operational people matters</li><li>• Build and maintain key relationships with senior managers</li><li>• To help senior managers implement P&amp;C projects in their departments</li></ul>

Learning and Development	<ul style="list-style-type: none"> <li>• Develop, implement, and maintain learning and development strategy across YCCC including needs analysis, content development, channel identification and training delivery</li> <li>• To help create and deliver a learning and development strategy and framework, to assist with the development of the workforce.</li> <li>• Act as a lead advocate for change as YCCC moves to a learning culture that values ongoing education and development of its workforce</li> <li>• To organise, facilitate and deliver relevant training within the learning and development framework.</li> </ul>
Project management	<ul style="list-style-type: none"> <li>• Lead and support the implementation of a number of significant P&amp;C projects across YCCC including Employee Voice, health and wellbeing and culture</li> <li>• Support the development and review new P&amp;C policies and procedures</li> </ul>
Equality, Diversity and Inclusion	<ul style="list-style-type: none"> <li>• Demonstrate, at all times, a commitment to equality, diversity and inclusion behaviours, decision-making and working practices</li> <li>• Advocate the values of safety, dignity, fairness, equality and respect</li> <li>• Contribute to the implementation of the YCCC EDI Plan</li> </ul>

Please note: This is not an exhaustive list and the role may be required to undertake additional roles and responsibilities as identified from time to time in order to meet the ongoing requirements of the company.

#### Key Relationships / Stakeholders

All employees related to Yorkshire Cricket  
Senior Management Team  
EDI Manager  
English and Wales Cricket Board

#### Job Specification

Essential Criteria	M/C
3+ years' experience as a generalist HR/People Business Partner, partnering with senior managers to provide support and advice on complex people matters	<input checked="" type="checkbox"/>
3+ years' experience focused on learning and development including undertaking training needs analysis, instructional design (working with subject matter experts to develop engaging and effective content) and identification of learning channels	<input type="checkbox"/>
An understanding of the relevant UK law and compliance in all relevant areas of P&C and it's application in employee relations.	<input type="checkbox"/>
Formal qualifications in human resources or adult learning	<input type="checkbox"/>

An understanding and experience of delivering projects within an equity, diversity and inclusion framework including inclusive learning practices	<input type="checkbox"/>
Previous experience of working with HRIS systems to help store and track data	<input type="checkbox"/>
<b>Desirable Criteria</b>	
Completed or working towards CIPD (Chartered Institute of Personnel and Development) at Level 3 or above	
Demonstratable experience and/or commitment to delivering the values of YCCC's EDI plan	
Previous experience in the sports industry including working with athletes	
Previous experience of working with a non-profit organisation	

### Core Competencies

Time management	<input type="checkbox"/>	Ability to influence and negotiate	<input checked="" type="checkbox"/>
Attention to detail	<input type="checkbox"/>	Analytical skills	<input checked="" type="checkbox"/>
Confidentiality and discretion	<input checked="" type="checkbox"/>	Leadership skills	<input type="checkbox"/>
Interpersonal and communication skills	<input checked="" type="checkbox"/>	Initiative and proactive	<input checked="" type="checkbox"/>
Teamwork	<input type="checkbox"/>	Creativity and innovation	<input type="checkbox"/>
Flexibility and adaptability	<input type="checkbox"/>	Accountability	<input type="checkbox"/>
Able to work autonomously	<input type="checkbox"/>	Written communication	<input type="checkbox"/>

### Essential Certificates and Checks

Drivers License	<input type="checkbox"/>	Disclosure Barring Service Check	<input checked="" type="checkbox"/>
First Aid Qualification	<input type="checkbox"/>	ECB Coaching Qualification	<input type="checkbox"/>
Click or tap here to enter text.	<input type="checkbox"/>	Click or tap here to enter text.	<input type="checkbox"/>

