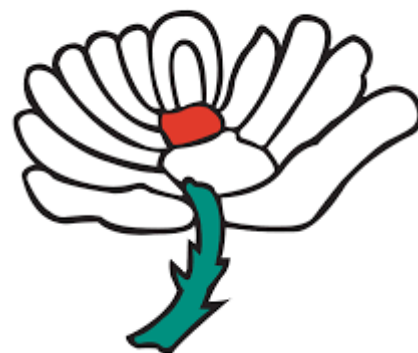


JOB DESCRIPTION

Yorkshire County Cricket Club



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

Department Overview

The People and Culture (**P&C**) team takes 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 Yorkshire Cricket 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">• Build and maintain effective and collaborative relationships with senior managers.• Provide day-to-day generalist P&C advice and operational support to the business on all aspects of the employee life cycle including recruitment, onboarding, change management and exit processes.• Develop P&C policies and oversee effective implementation including grievances, investigations, time management, absence management, leave, disciplinary and performance.• Partner with senior managers to provide relevant advice and positive challenge on strategic and operational people matters.

Learning and Development	<ul style="list-style-type: none"> Act as a lead advocate for change as Yorkshire Cricket embraces to a learning culture that values ongoing education and development of its workforce. Support the development and implementation of a learning and development strategy across Yorkshire Cricket including needs analysis, content development, channel identification and training delivery. Lead and support managers on the implementation of effective performance management programmes linking measures of performance to job descriptions, development opportunities and remuneration.
Project management	<ul style="list-style-type: none"> Lead and support the implementation of a number of significant P&C projects across Yorkshire Cricket including Employee Voice, mental health and wellbeing, remuneration and benefits, and system improvements.
System administration and reporting	<ul style="list-style-type: none"> Support the accurate and consistent maintenance of the HR system Ensure employee records are kept up-to-date with all relevant information Undertake regular data analysis and reporting to support planning, identify trends and opportunities
Equality, Diversity and Inclusion	<ul style="list-style-type: none"> Demonstrate, at all times, a commitment to equality, diversity and inclusion behaviours, decision-making and working practices Advocate the values of safety, dignity, fairness, equality and respect Contribute to the implementation of the YCCC EDI Plan

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' generalist HR experience providing support and advice to managers and employees	<input checked="" 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	<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"/>
Desirable Criteria	
Completed or working towards CIPD (Chartered Institute of Personnel and Development) at Level 3 or above	
Previous learning and development experience including undertaking training needs analysis, instructional design (working with subject matter experts to develop engaging and effective content) and/or performance management	<input checked="" type="checkbox"/>
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"/>

