

## About us

We are a sport consultancy and education and training provider and have been working in the sector for 19 years. We have two companies – Sport Structures Limited and Sport Structures Community Interest Company (CIC). Both companies work together to provide an excellent service and the remit of the CIC is to re-invest back into sport. We pride ourselves on being a company with a social conscience.

Our aim is to lead the sport and physical activity sector by *inspiring, creating and delivering opportunities that meet individual and organisational aspirations*. We work with a range of organisations from National Sport Organisations, National Governing Bodies of Sport, Universities and community sport organisations, along with individuals who access our training. These include apprentices, volunteers, coaches and the professional workforce. We have a number of [landmark projects](#) that have shaped us as an organisation and we are proud to have won a [number of awards](#) over the years. Our mission is to:

- *Deliver high quality products and services.*
- *Develop solutions that drive change and maximise impact.*
- *Provide accessible learning and development opportunities.*

We hold our values very highly in reflecting how we operate:

- **Passion:**
- **Integrity:**
- **Excellence**
- **Togetherness:**

## Job summary

We are seeking a part time HR Officer to join our team. The successful applicant will oversee our HR provision across the two companies under the Sport Structures brand.

As with most organisations in the sector, the last 18 months has made us evaluate our position in the sector and there has been organisational change. HR has largely been a role of the Directors and this position is a new post designed to strengthen our HR function and ensure compliance.

<b>Job title:</b>	Human Resources Officer
<b>Salary:</b>	£23,0000 - £26,000 per annum (depending on experience)
<b>Hours of working:</b>	Part time, 18 hours per week. We have a flexible approach to working, balanced with business need.
<b>Persons responsible to:</b>	Managing Director
<b>Persons responsible for:</b>	n/a
<b>Location:</b>	Working from the office in Edgbaston, Birmingham at least one day a week.
<b>Special conditions:</b>	Casual car user allowance for business travel only. Attendance at meetings/events may be required outside of normal office hours
<b>Job closing date:</b>	Friday 1 <sup>st</sup> October 2021
<b>Interview date:</b>	Wednesday 6 <sup>th</sup> October 2021

#### **Duties and responsibilities:**

1. To lead the Human Resources activity within the two companies, managing all issues, procedures and activities, ensuring best practice and compliance.
2. To update staff handbook, developing relevant policies and working closely with our apprenticeships team to ensure compliance as a funded training provider.
3. To manage the timetable and processes associated with staff appraisals, performance management and grievances/disciplinarys communicating with managers and staff where appropriate
4. To manage the recruitment, onboarding and exit processes of staff including the advertising, contractual agreements, training, induction and exit procedures
5. To deal with grievances and implement disciplinary procedures
6. To be responsible for the accurate recording and maintenance of HR records, including leave entitlements, personal records ensuring managers are kept informed
7. To support creation and implementation of a staff development programme including training and mentoring opportunities
8. To coordinate the regular review and updates of company HR policies and procedures, updating management guidelines and communicating with employees when appropriate.

9. To work with the Finance Manager, recording and submitting monthly payroll additions, changes and deletions, key information and timings
10. To contribute to the ongoing assessment and improvement of our HR systems and processes. Develop and implement HR strategies and initiatives aligned with the overall business strategy.
11. To interpret and advise on employment law in consultation with our external HR support
12. To nurture a positive working environment to support the health and well-being of staff, both salaried and associates.
13. To ensure Health and Safety at Work compliance, office risk assessments and carry out regular home working assessments.
14. To undertake appropriate training and development opportunities
15. To promote equality, diversity, and social inclusion issues throughout all of Sport Structures work promoting a positive approach to the work environment and partner relationships. To personally act as an exemplar on these issues.
16. To ensure the health, safety and welfare of employees and the public by complying with the appropriate health and safety policies, organisations and arrangements and the employment of safe working practices and risk assessment and management and to comply with the No Smoking policy.
17. To undertake other duties, as appropriate, to achieve the objectives of the post, and to assist the organisation in the fulfilment of its overall objectives, commensurate with the post holder's salary, grade, abilities, and aptitude.

## Person Specification

Our company is underpinned by highly motivated people who share enthusiasm for their work. We recruit individuals whose honesty, integrity, initiative, and creative approach to problem solving shines through. An inspiration to your colleagues, you will have passion and a commitment to getting things done while always placing the ‘customer’ at the center of everything you do. Above all you must demonstrate the following qualities, skills, and experience:

	Experience	Essential (E) Desirable (D)	Assessment method
1.	GCSE or equivalent standard in Maths and English (Grade C or above)	E	AP/I
2.	Graduate in CIPD or evidence of good progress with an existing award (or recognised equivalent in HR) or willingness to work towards relevant qualification	E	AP/I
3.	Experience of working in a generalist HR environment	E	AP/I
4.	Practical experience of participating in procedural meetings and in advising on HR issues	E	AP/I
5.	Experience in working in small or medium sized business	D	AP/I
6.	Experience in the implementation of staff development programmes including training and mentoring	E	AP/I
	<b>Skills &amp; Abilities</b>		
7.	Excellent planning, time management and organisational skills with ability to multitask and organise others	E	AP/I
8.	Ability to manage and influence managers to develop best practice and personal performance	E	AP/I
9.	Ability to use a diplomatic, professional approach and confidential attitude to all aspects of the position	E	AP/I
10.	Excellent interpersonal skills, with the ability to communicate effectively and build rapport with others	E	AP/I
11.	Ability to produce accurate and written material, with good attention to detail	E	AP/I
12.	Ability to work with numerical information, plus analytical, problem-solving skills and project management ability	E	AP/I
13.	Proficient working with a range IT systems and software packages such as Microsoft Office	E	AP/I
14.	Ability to work in an empathetic way with managers who are working at pace and under pressure. pace	E	AP/I
	<b>Knowledge &amp; Understanding</b>		
15.	Knowledge of current employment legislation	E	AP/I
16.	Knowledge of best practice in specific HR areas (i.e. recruitment & selection, absence management, performance management, disciplinary and grievance, etc.)	E	AP/I
<b>Key</b>	<b>AP – Application form, I – Interview</b>		

The interview panel will determine the priorities of the elements of the person specification. We are committed to a policy of equal opportunity for all. Our aim is to have a diverse workforce and

welcome applicants from all suitably qualified individuals. To request a copy of our Equality and Diversity Policy, please contact us.

Our offices are based in Edgbaston and we offer a professional, friendly, and supportive environment. As a company, we have a flexible approach to working to support our staff and their personal circumstances.

Please apply for the role, please submit:

- A job application form which can be found via our website <https://www.sportstructures.com/about-us/join-our-team/>
- A CV outlining your work experience, skills, training and identify a minimum of 2 referees.
- A covering letter to describe how your skills, knowledge and experience meet the requirements of the position.

Applications **without** the above documents, will **not** be considered. Applications should be submitted to:

[Katherine.Percival@sportstructures.com](mailto:Katherine.Percival@sportstructures.com)

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