



Job Title: HR Advisor
Reporting to: People Director
Job Purpose To assist the People Director in running an efficient and proactive HR function across both sites at the Club; being the first point of contact for all HR related queries and ensuring legal compliance for approximately 250 employees and 100 casual workers within a high performing culture.

Key Responsibilities:

Resourcing

- Co-ordinate and manage the administration of recruitment activity and campaigns as part of the Clubs overall workforce plan, being the first point of contact and conducting first stage interviews.
- Manage the new joiner process from offer letter and contract generation through to joining instructions and distribution of company kit.
- Co-ordinate the Club's Induction Programme.

Payroll

- Co-ordinate and process monthly payroll changes in conjunction with the finance team, checking and reconciling with a particular focus on hourly paid match day staff, ensuring all deadlines are met.

Reward

- Ownership of all the Club Employee Benefit schemes (detailed in Appendix 1) in order to reward, support and advise.
- Administer the Club's commission and incentive schemes.

Employee Relations

- Proactively advise on best practice with regards to Human Resources and where necessary take a hands-on role in dealing with case work.
- Act as the first point of contact in dealing with any disciplinary/grievance and HR issues, using HR and Club knowledge.
- Undertake administration processing for HR transactions relating to employee lifecycle: recruitment, reward & recognition, performance management and employee relations.
- Manage the Club's appraisal system, including delivering in house training sessions for line managers on appraisals and updating the form, tracking completion and calibration of ratings.
- Manage the leavers process and conduct exit interviews.

Leadership & Development

- Work with the People Director to deliver the Club's L&D programme in line with the Club's 5-year Strategic Plan.
- Assist in the design of inhouse training modules for the 3 management levels of staff and liaise with external providers to develop those additional modules and the brief.
- Administration of the Club's 360 feedback process for all SMT and Tier 2.
- Skills gap analysis
- Ownership of Club PDP budget and approval process.



Organisational Development

- Assist the People Director in the delivery of the Club's 5-year resource plan. This includes, proposal writing, formatting of structure documents and calculations of any resulting cost/budget implications.
- Assist the People Director in the delivery of the Clubs new Culture strategy.
- Ownership of the Club's Gender Pay Gap strategy and reporting, and all monthly HR reports for Senior Management.
- Be responsible for updating the office seating plans and organisation charts on a regular basis.

General

- Ensure all HR policies and procedures are kept up to date and amended in line with employment law and regulatory changes.
- Be responsible for ordering and sourcing matchday staff uniform for Women.
- In conjunction with the events co-ordinator, be responsible for arranging staff engagement events such as Christmas party, BG celebration, staff BBQ, End of Season party and awards.
- Arrange and coordinate Staff meetings
- Be responsible for processing all DBS applications
- Process all reference requests.
- Manage the jobs@quins.co.uk mailbox and respond to all applications.
- To maintain an up to date online filing system, and personnel files for all employees
- To develop, produce, review and update all necessary HR related documents and policies
- Co-ordinate and arrange all work experience and university placement programmes.
- Ownership of HR Budgets – welfare, recruitment, L&D, Mentor and Staff welfare.

Experience – must be CIPD qualified (or part qualified) and have previous experience in a similar role with good working knowledge of UK employment laws

Appendix 1

- 3% Employer pension contribution – the Club operates a stakeholder pension scheme where we will match the employee contribution up to 3%.
- 25 days annual leave allowance (not including bank holidays).
- Harlequins Employee Benefit Scheme – the Club operates a benefit scheme where its members can access a number of discounts and offers.
- Employees are offered 2 match tickets for all home games.
- Nuffield health gym membership
- Cycle2work scheme - a government approved salary sacrifice.
- Life insurance - Lump-sum benefits of 4 times annual salary (free from inheritance tax) with be paid to nominated trustees if an employee dies whilst in employment at the Club.
- Childcare vouchers - the exact amount you save depends on how much you earn and how much tax and NI you currently pay.
- Adidas uniform given each season.

Harlequins is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Please email your CV to jobs@quins.co.uk. Only applicants to be invited for interview will be contacted.

