



Job Title	HR Officer
Reporting to	HR Business Partner
Department	HR
Location	Office based role at the Hawthorns Stadium, West Bromwich with regular travel to WBA Training Ground, Walsall and WBA Academy, West Bromwich as required
Main Purpose	To provide a proactive, efficient and effective HR Service throughout the whole Club
Working Hours	Mon – Fri 9am – 5pm. Evenings, weekends and bank holidays as required and in line with business needs

DUTIES AND RESPONSIBILITIES

Your main responsibilities for this role include, but are not limited to the following:

- To support the HR Business Partner with a wide range of HR activities
- Provide generalist HR advice, guidance and support on all Employee Relations matters including, but not limited to, Disciplinarys, Grievances, Performance Management, Sickness Absence, Family Friendly in line with employment legislation and best practice
- Carry out formal HR meetings at all levels
- Support, train and mentor the HR Assistant where required
- Undertake investigations and support managers on carrying out investigations
- Be actively involved in the whole recruitment process
- Oversee all onboarding and offboarding activities including analysing data on these areas and suggesting improvements to be made
- Actively participate in the development, simplification and continuous improvement of HR policies and practices
- To lead on employee engagement, initiatives and events
- Responsible for all casual and matchday staff and HR related activities
- Carry out research, benchmarking and data analysis as required
- Utilise HR analytics and data-driven insights to identify trends, measure HR metrics, and suggest improvements
- Assist on the implementation of strategy, including supporting on development of initiatives and the delivery of projects
- Lead of HR projects focused on enhancing employee experience
- Build and maintain positive relationships with all stakeholders
- Coach and mentor managers in the effective implementation of the best HR practice
- Assist and support on organisational change
- Provide training and support for team development and planning
- Responsible for training plans and records
- Ensure all payroll information is submitted in a timely manner
- Update and maintain all employee files, HR records and systems

- Contribute to the successful running of the HR department
- Attend meetings throughout the Club to represent the HR team and deliver effective support and solutions to attendees
- Cover for the HR Business Partner as required
- Produce HR reports as requested
- Assisting with Sustainability, Wellbeing, EDI and Safeguarding initiatives
- To contribute positively to the Clubs vision and culture
- To promote and adhere to the Equality, Diversity and Inclusion Policy and to work consistently to embed ED&I into everything.
- To ensure the working environment is free from harassment and discrimination and any other form of unacceptable behaviour.
- To fully participate in one-to-ones and departmental reviews and meetings.
- Responsible for collating info and data on annual and mid-term appraisals and follow up with managers
- To understand the Club's Safeguarding policy, procedures and best practice guidelines and use these to ensure appropriate and safe working practices applicable to the role.
- To promote and assist with Safeguarding.
- To carry out CPD and keep up to date with any training and updates relevant to the role.
- To ensure the health & safety within the Club for self and others is adhered to at all time.
- To carry out all responsibilities with due regard to the Club values and all policies and procedures, in particular Health & Safety, Equality and Diversity and Safeguarding.
- To undertake all required training, including mandatory Club Equality and Diversity, Safeguarding and Health and Safety training.

The duties and responsibilities described are not a comprehensive list and that additional tasks may be assigned to the employee from time to time; or. the scope of the job may change as necessitated by business demands

ESSENTIAL AND DESIRABLE CRITERIA

Essential	Desirable
<ul style="list-style-type: none"> • HR Generalist background with demonstrable experience in a dynamic environment • Sound knowledge of employment law • Experience of leading on and dealing with a range of ER items and issues • EDI knowledge and experience • Experience of employee engagement • Ability to collate, analyse and interpret data • Proactive and pragmatic • Highly organised and methodical approach to workload • Confidential and diplomatic • Excellent communication skills both written and verbally • Excellent listening skills • Proficient in Microsoft Office • Excellent time management skills • Ability to work well under pressure • Ability to work alone and unsupervised but also as part of a team • Full driving license and willingness to travel as required • Right to Work in the UK 	<ul style="list-style-type: none"> • CIPD Membership • Level 3 CIPD • Experience of safer recruitment processes • Knowledge and experience around Safeguarding • Knowledge and experience around Wellbeing • Knowledge and experience around Sustainability • Experience of Apprenticeships

Equality and Diversity

West Bromwich Albion FC is an equal opportunities employer and is committed to provide equality and fairness for all employees and opposes all forms of unlawful and unfair discrimination 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.

West Bromwich Albion Football Club also welcomes applications from suitably qualified members of the armed forces family.

Safer Recruitment

“West Bromwich Albion Football Club is committed to ensuring the safety and welfare of all who we engage with and who visit our club. Whether online or in person, the club will strive to achieve its Vision and Principles through the implementation of its Safeguarding Strategy and Implementation Plan.

Creating positive and safer environments for everyone is our priority. We will work continuously to embed and sustain a safeguarding culture where everyone feels listened to, heard, responded to positively and supported in the management of any welfare issues or safeguarding concerns. This includes children, young people, parents/carers, players, those of any age with additional care and support needs, community partners, our paid and volunteer workforce and our supporters.”

WBA's Safeguarding, Equality and Whistleblowing policies can be accessed here
<https://www.wba.co.uk/club/about-us/club-policies>

An Enhanced DBS, References, Qualifications, Proof of Identity and Right Work in the UK checks will be required and carried out for this post.

It is unlawful for the Club to employ anyone who is involved with regulated activity with who is barred from doing so and will carry out rigorous pre-employment checks and screening.