

Job Description



HR & Payroll Manager

February 2022

Company: Peterborough United Football Club
Position: HR & Payroll Manager
Location: Weston Homes Community Stadium
Contract: Part-time (2 days per week). Flexible working hours available



The Club

Peterborough United FC is an English professional football club based in the City of Peterborough. Founded in 1934, the Club competes in the EFL Championship, the second tier of the English football league system.

The Role

This is a stand-alone role with sole responsibility for the Club's HR function. We require a proactive HR Generalist who will form part of the Senior Management Team advising on HR strategy and how best to achieve the Club's goals.

To support the business by providing 'best practice' guidance on a range of day to day HR issues, policies, practices and support. To be responsible for all the HR administration, employee relations, capability and advising Line Managers on HR practice.

Responsibilities

- Provide support to the Management Group in the interpretation of rules as well as guidance, information and advice on the implementation of HR procedures and policies
- Influencing and driving cultural change throughout the organisation, working closely with the CEO to ensure that the organisation works in an efficient, proactive and collaborative fashion
- Establishing and embedding the organisation's core values to make the organisation a 'high performance' organisation at all levels
- Supervising the pay plan of the Club by conducting periodic pay surveys, ~~strategy~~ and conducting job evaluations, preparing pay budgets, monitoring and scheduling individual pay actions, recommending, planning and implementing pay structure revisions
- Driving a talent acquisition strategy and the implementation of a people agenda geared around ensuring attraction and retention of the best people including succession planning and talent pipelining

Policies & Procedures

- Drafting, reviewing and monitoring the Club's policies and procedures to ensure that they are in line with HR best practice and current employment legislation
- To understand the Club and its requirements for additional policies and procedures, as and when required



- To work closely with the Senior Management Team to ensure that policies and procedures are implemented and observed throughout the Club

Recruitment

- To draft Job Descriptions and Person Specifications for all vacancies
- To advertise vacancies on the appropriate medium for the role
- To work closely with relevant Line Manager to draw up a shortlist of candidates for interview
- To prepare interview material, as required
- To conduct interviews and advise departmental heads on the selection process
- To prepare offer letters, contracts of employment and supporting documentation for all new appointments
- To ensure all the appropriate pre-employment checks and references are completed
- Ensure payroll is accurate with correct paperwork for all starters and leavers
- To complete the Club's induction programme to all new employees
- Liaise with the Stadium department to ensure a Health & Safety induction is completed
- Ensure probationary periods are completed in a timely manner and appropriate administration is completed

Performance Review

- To monitor the Club's appraisal system and ensure that it is completed by Line Managers in a timely manner
- To ensure that all actions agreed during the appraisal process are completed
- To draw up training plans from the results of the appraisal process

Disciplines & Grievances

- To work closely with Senior Management Team to ensure any potential staff issues are resolved at a local level without the need for escalation to a formal procedure
- Working in conjunction with Senior Management Team to ensure that discipline and grievance policies are strictly observed at all times through to conclusion including dismissal where appropriate
- Advising Senior Management Team on formalities to be observed with regard to disciplining staff and/or dealing with formal disciplines
- To oversee the discipline and grievance process, including the production of letters to staff, recording the proceedings at the hearings and reporting outcomes
- To be involved in the disciplinary process to include investigating the allegations and leading the proceedings when required
- If required, leading the process around any employment tribunal claims

Absence Management

- Ensuring compliance with the Club's absence management procedures for holiday and sickness
- To ensure all absence is recorded on the HR/Payroll system
- To keep an accurate record of all holiday requests
- To liaise with Line Managers to manage any sickness issues
- To oversee and monitor all long term and capability absence to include investigations, conducting meetings, obtaining medical reports and the production of all correspondence



HR Systems

- Maintaining up to date records for all employees of the Club, including salaries, benefits, reviews, disciplinary actions, sickness and holiday absence, training and qualifications etc
- Ensuring that the HR/Payroll database is updated regularly

Payroll

- Manage payroll function
- Provide a competent, effective and timely payroll function for the business
- Process payroll as per company requirements
- Collation and monthly distribution of staff wages via BACS
- Maintain payroll records
- Ensure processes and procedures follow current regulations
- Respond and resolve queries from employees and management relating to payroll
- Data input into payroll systems
- Liaise with HMRC
- Develop the payroll function to ensure it continues to meet business needs

General

- To keep abreast of current employment legislation and ensure this is reflected in all the Club's policies and procedures whilst ensuring Senior Management Team are kept up to date with any developments as necessary
- Research and monitor cost effective training solutions
- Administer monthly payroll to ensure all salary and benefit changes are processed
- To oversee Health & Safety requirements to ensure employee compliance with training and legal requirements

How to apply

To apply, the candidates should send the following to recruitment@theposh.com :

- Letter of application highlighting relevant experience
- Up to date curriculum vitae
- Details of current remuneration