



### HR Business Partner Job Description

<b>Position</b>	<b>HR Business Partner</b>
<b>Key relationships</b>	<ul style="list-style-type: none"><li>• Reporting to CEOs at Club and Trust</li><li>• Providing guidance and support to CEO and Senior Leadership Team at both Brentford Football Club and at Brentford Football Club Community Sports Trust</li><li>• Access to and use of external HR Advisor</li><li>• HR Administrator to be recruited to support this new position</li></ul>
<b>Status</b>	Permanent
<b>Overall purpose</b>	<p>Responsible for the day-to-day HR function for approximately 100 permanent employees at the Club and approximately 45 permanent employees at the Trust located in more than one West London site. Number of employees is likely to increase</p> <p>Support and guide managers in all aspects of the employee life cycle, aligning these to business and commercial goals, and supporting future growth</p> <p>Work autonomously at Brentford Football Club and Trust with direction from CEOs</p> <p>There may be some flexible working patterns required due to the varied workforce and sector this role is supporting</p>
<b>Objectives of the role</b>	<ul style="list-style-type: none"><li>• Provide a comprehensive and professional HR function that can respond to business needs, with the focus on talent and engagement at a time of change including growth, relocation and new Leadership</li><li>• Work alongside CEOs to review and implement processes to support the development of a high performance workforce; including consistent performance management; talent management; succession planning and employee engagement.</li><li>• Source and recruit innovated and talented employees to support the Club and Trust as they enter a growth phase</li><li>• Ensure that employees understand business needs and objectives, and the importance of their roles to help meet these objectives</li><li>• Assist in developing and maintaining a commercial business culture aligned with community values, which is flexible, developmental, fair and positive</li><li>• Engage in regular and effective communication with managers, team heads, key stakeholders and employees to ensure simple and consistent messaging</li><li>• Partner with relevant colleagues to assist with readiness for relocation, growth and assist in the management of change appropriately</li><li>• Manage employee relations</li><li>• Senior member of team within the Club and Trust with responsibilities across more than one location</li><li>• Flexibility of working according to match and event days</li></ul>



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<b>Duties</b>	<ol style="list-style-type: none"><li>1. Talent Management<ol style="list-style-type: none"><li>a. Provide support to managers and employees around performance management, including appraisals, objective setting and career development.</li><li>b. Assist with sourcing relevant and timely training and development interventions.</li></ol></li><li>2. Recruitment<ol style="list-style-type: none"><li>a. Own the recruitment process and assist hiring managers throughout</li><li>b. Review current process and make recommendations regards if and how things should change going forward</li></ol></li><li>3. Reward<ol style="list-style-type: none"><li>a. Work alongside the Club and Trust CEOs to ensure appropriate compensation</li><li>b. Assist with the development of motivational incentive schemes if required</li><li>c. Manage the approval process for starters and leavers with relevant functions</li><li>d. Handle employee enquiries relating to pay and benefits if required</li></ol></li><li>4. Change Management and Organisational design<ol style="list-style-type: none"><li>a. Support and advise on organisational design and change in line with the Club and Trust’s requirements</li></ol></li><li>5. Processes<ol style="list-style-type: none"><li>a. Oversight and management of employees throughout their lifecycle within the Club and Trust</li></ol></li><li>6. Employment Law<ol style="list-style-type: none"><li>a. Understand and advise managers on relevant UK law and support in employment relations issues</li><li>b. Assist with ongoing review of policies and communications to ensure they’re compliant and aligned to business and commercial goals across more than one business</li><li>c. Advise employees and management on policies, processes and systems</li><li>d. Consider relevant Brexit implications</li></ol></li></ol>
<b>Experience/Knowledge required</b>	<p>To qualify, you should be a highly organised HR professional with a CV that shows:</p> <ul style="list-style-type: none"><li>• CIPD qualified</li><li>• Experience of working autonomously</li><li>• Proven ability of setting up systems</li><li>• A depth of experience gained in a similar HR role</li></ul>



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	<ul style="list-style-type: none"><li>• Proven experience of resolving complex HR issues</li><li>• Demonstrable knowledge and experience of organisational change.</li><li>• A good understanding and knowledge of UK Employment Law</li><li>• Highly computer literate</li><li>• Interest in football and sport in general would be an advantage</li></ul>
<b>Key skills</b>	<ul style="list-style-type: none"><li>• The ability to work as part of a cross functional team, under pressure and manage conflicting priorities across more than one location</li><li>• Capable and willing to introduce and then manage processes with challenging situations and, at times, challenging employees</li><li>• Ability to multi task and not a clock watcher (to work flexibly, working unsociable hours where required).</li><li>• Commercially astute and driven to improve and deliver results</li><li>• Strong awareness of processes and the importance of relationship management</li><li>• The ability to influence and challenge decisions whilst building relationships</li><li>• Robust communication skills – to include listening, questioning, the written word, email, etc.</li><li>• Attention to detail</li><li>• Resilient with good sense of humour</li></ul>



**Brentford Football Club and Brentford Football Club Community Sports Trust**



**Community  
Sports  
Trust**

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