



## THE BRITISH JUDO ASSOCIATION

### JOB DESCRIPTION – HUMAN RESOURCES MANAGER

**AREA:** British Judo Association, Loughborough

**Post:** JA/HRMan

**Designation:** Human Resources Manager

**Responsible to:** Corporate Affairs Director

**Responsible for:** N/A

#### **Main Purpose of Job**

- To provide both strategic and operational HR support for the Associations activities.
- Implement and manage all BJA HR systems.

#### **Specific Responsibilities and Personal Duties**

- Liase with the Executive staff regarding vacancies and recruitment for the BJA
- Co-ordinate the recruitment process for new BJA staff
- To create and implement HR policies and procedures
- Undertake all HR day-to-day HR activities including the coordination of induction programmes, drafting of new contracts, upkeep of personnel files and recording of annual leave and sick leave.
- Support managers in the implantation of staff appraisals and staff CPD
- Provide support and advice to line managers on HR issues including sickness absence, performance management, maternity, and data protection
- Provide advice and support to line managers throughout the disciplinary and grievance procedures

## **General (Special Conditions)**

- Must maximise the resources of the BJA at all times.
- Must carry out and operate within the BJA's Safeguarding & Equal Opportunities Policies and strive to achieve any required safeguarding & equality targets.
- Must promote a positive image of the BJA in all dealings with internal and external contacts.
- As this role will require the candidate to have working access to the BJA's CRB disclosure process and be a co-signatory for our CRB checks, the successful candidate will be required to complete an Enhanced CRB disclosure.

## **Proposed Start Date**

March 2009

## **Proposed Contract Term**

Permanent Employment Contract (subject to three month probationary period)

## **Salary & Benefits**

Competitive salary and benefits package will be offered to the right candidate. Total package will be in the region of £25k pro rata, based on experience and skills (Hours flexible 15-20 hours week average).

The benefits package includes contributory pension scheme, 20 days annual leave, Private Health Care Scheme, training opportunities and time of in lieu where appropriate.

If you wish to apply for this position please send a cover letter and CV to:

Scott McCarthy  
CEO  
British Judo Association  
Suite B  
Epinal Way  
Loughborough  
LE11 3GE

Or email to: [scottmccarthy@britishjudo.org.uk](mailto:scottmccarthy@britishjudo.org.uk)

Closing date for applications is 23<sup>rd</sup> February 2009

The British Judo Association is an equal opportunity employer



## THE BRITISH JUDO ASSOCIATION

### PERSON SPECIFICATION – HUMAN RESOURCES MANAGER

The person specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will be used in the short listing and interview process.

**AREA:** British Judo Association, Loughborough

**Post:** BJA/HRMan

**Designation:** Human Resources Manager

**Responsible to:** Corporate Affairs Director

#### **Basic qualifications required:**

- Experienced HR generalist with knowledge in employee relations, change management, line manager and employee coaching, organisation development, policy interpretation and guidance, and issues such as performance and attendance management, recruitment, training, relocation and retirement.
- At least three years experience in the role of HR advisor.
- CIPD qualification essential.

#### **Competencies:**

- Interpersonal skills: Quickly establishes credibility and respect for professional input at all levels of the organisation.
- Teamwork/Collaboration: Works closely with the BJA's department heads and builds supportive relationships with staff at all levels in the organisation.
- Results orientation: Understands how daily work impacts key business processes and demonstrates impact of the HR support provided.
- Effective facilitation and coaching skills.
- Innovation and continuous improvement: Identifies implements and continuously seeks added value innovative approaches and improvements.
- Ability to effectively influence senior management.
- Project Management skills: Focus on on-time delivery.
- Knowledge of UK Employment Law and expertise in managing wide range of employee relations issues partnering with senior line managers from the business.

#### **Personal Qualities**

- Excellent written and verbal communication skills.
- Must be self-motivated, able to work under own initiative to tight deadlines and deal with a broad range of issues.
- Must have a positive attitude towards making changes where necessary to improve efficiency and performance.
- Ability to communicate effectively and network across a diverse range of internal and external contacts.
- Practical problem solving approach and interpersonal skills.

