

Job Description

HR Executive

Job title: HR Executive
Reports to: HR Manager
Location: London Office
Contract: Full time - Permanent

Organisation Overview:

Formed in 2001 to improve refereeing standards, PGMOL manage the 600 match officials operating in the Premier League, EFL, Women's Super League and Championship, National League and FA Competitions. PGMOL is responsible for the recruitment, training, development and mentoring of all match officials.

Role Purpose:

The HR Executive role provides support to the HR Manager in delivering an effective and comprehensive HR service to PGMOL. The role is an integral part of the HR team and provides support, administrative delivery and guidance, where required, to line managers, employees and workers. Often the first point of contact for general HR queries, the HR Executive is responsible for administrative support throughout the employee lifecycle.

Main Duties:

(Include but are not limited to)

HR administration:

- Processing monthly payroll
- Uploading monthly pension schedule
- Creating and maintaining joiners, leavers, and probationary period documentation
- Maintaining integrated payroll and HR management system (ADP)
- Supporting annual bonus and salary review documentation
- Managing benefit administration
- Implementing and maintaining filing systems
- Preparing and managing contracts

Recruitment and selection:

- Preparing job adverts, checking applications, assisting with shortlisting, scheduling, interview planning, selecting candidates, contract preparation, vetting and candidate feedback

Training and development:

- Coordination of new starter inductions
- Promoting equality and diversity as part of the culture of the organisation and assisting in the delivery of equality and diversity training across the business
- Working with the HR Manager and liaising with training providers, line managers and staff

Administration and development of annual appraisal process:

- Supporting and providing guidance to line managers and their direct reports
- Collating and tracking annual appraisal records
- Assisting with training needs analysis

HR processes:

- Administering disciplinary, grievance and other HR process documentation
- Providing support and guidance to line managers and employees where required

General:

- Supporting the HR Manager, on employee relations matters
- In conjunction with HR Manager, ensuring HR policies and procedures are up to date with current legislation
- Maintaining the PGMOL staff handbook and relevant online Portal documents, ensuring they are up to date
- Preparing and updating pre-season match official documentation
- Working as a part of the London Office team and supporting PGMOL-wide initiatives as required
- Maintaining the PGMOL HR email account

Person Specification:

(Experience, qualifications, skills, aptitudes, and personal qualities)

Essential:

Qualifications/experience:

- Experience of working in a HR role
- Experience of working in an administrative role
- Experience of processing payroll
- Undertaking or prepared to undertake CIPD level 5 qualification

Knowledge:

- Knowledge of HR practice

Skills:

- Proven ability to handle confidential information and exercise discretion
- Able to apply a practical, common sense approach to people related matters
- Advanced knowledge of Microsoft Office and first class administrative competencies
- Excellent oral and written communication skills
- Organisational skills that enable prioritisation of workload whilst ensuring attention to detail

Behaviours:

- Resilient and calm
- Collaborative and approachable
- Partnering, influencing and engaging skills
- A desire to learn and grow in the role

Desirable:

- CIPD associate membership or equivalent qualification
- Experience of using HR or Payroll system (ADP or similar)
- Experience of working in a football or NGB environment
- Experience of liaising with union representatives
- Experience of dealing with workers
- Understanding of refereeing

Applications:

To apply please attach a CV together with a one page letter outlining your suitability for the role. You can apply by clicking [here](#).

The closing date for applications is 9am on **25 March 2023**.

Please note that you need to have the right to work in the UK.

PGMOL is an equal opportunities employer and welcomes applications from all sections of the community.