



CRICKET
IRELAND



HR Manager
Candidate Brief

Cricket Ireland is the governing body for the game at both performance and participation levels throughout All-Ireland, representing the interests of both the men's and women's game. The future of Irish cricket is incredibly bright given the growth of the sport driven by significant success on the international stage in the last decade leading to unprecedented visibility for Irish cricket at home and abroad.

Our emergence as a sport of national significance will only grow following the recent elevation of Cricket Ireland to ICC Full Membership and Test Status and a major revamp of international cricket structures that will see Ireland playing all three formats of the game at the highest level for the foreseeable future.

POST TITLE

HR Manager

REMUNERATION AND ROLE LOCATION

- 🕒 The package will include a salary commensurate with qualifications and experience.
- 🕒 Position tenure: Fixed term to Dec-2019
- 🕒 Hours Per week: 20 hours
- 🕒 Position location: Cricket Ireland head office, Clonshaugh, Dublin.
- 🕒 Annual leave: 25 days pro rata
- 🕒 Gym Membership

ROLE AND PURPOSE OF THE POSITION

As a result of this significant growth, a new opportunity for an experienced HR Partner to join the Cricket Ireland Team has now been created. The purpose of the role will be to support in the provision of the full range of HR activities including HR advice, payroll, recruitment, policy development, staff engagement and HR IT systems.

This newly created role will report into the CFO and will work closely with the Senior Management team and provide HR support across the entire organisation.

REPORTING TO:

Chief Financial Officer

WORKING RELATIONSHIPS

- 🕒 Chief Financial Officer
- 🕒 Chief Executive
- 🕒 Senior Management Team
- 🕒 Line Managers
- 🕒 Provincial Union General Managers

KEY RESPONSIBILITIES

- Manage the recruitment process for the organisation
- Implement and maintain an HR documentation system
- Co-ordinate employee on-boarding with relevant managers/teams
- Advise and recommend on all employee issues as they arise
- Support Senior management on strategic HR initiatives
- Review current HR policies and create/amend as required.
- Advise and create relevant employee engagement programs within the organisation.
- Monitor and control the process of employee appraisals
- Support senior management on payroll benchmarking and annual remuneration reviews.
- Manage and co-ordinate Payroll in both ROI and NI
- Support Pension, Healthcare & benefit schemes
- Support various Ad-hoc HR activities as they occur.
- Supporting Provincial Unions on various HR matters

ESSENTIAL REQUIREMENTS

- Be eligible to work in Ireland on a full-time basis.
- Full clean driver's license
- Excellent working knowledge of IT and software packages including Office, Word, Excel and PowerPoint

KEY QUALITIES

- +5 years' experience in a similar role
- Understand how to build and align culture, which is based around core values of Cricket Ireland
- Relevant CIPD qualification
- Experience of managing/processing payroll system
- Excellent communication skills
- Self-Driven and has a strong work ethic
- Ability to work in a dynamic environment
- Demonstrated success in facilitating change, problem solving, and strong facilitation skills.

Candidates should note that this list is not an exhaustive list and is subject to change as the job requires.

PROCESS

- The closing date for applications will be Wednesday 27th March
- Letters of application and full CVs should be sent by email to recruitment@cricketireland.ie and will be confidential
- Interviews will be held start of April
- Role will commence late April/Early May