



JOB DESCRIPTION

JOB TITLE: HR Advisor
DEPARTMENT: HR & Payroll
REPORTS TO: Human Resources Director
LOCATION: Molineux Stadium with local travel across two sites (own car required)
HOURS: 37.5 per week
DATE: September 2024

We are Wolves. Progressive, determined, bright, unified and humble. A pack that is hungry for success. Wolves, one of the fastest-growing professional football clubs in the UK, boasts one of the richest histories in the beautiful game.

Formed in 1877, Wolves was a founder member of the Football League and was one of the country's most successful sides in the fifties and sixties. During a two-decade spell, the Black Country's most decorated side won three First Division titles and one of its four FA Cups.

Fast forward 70 years and Wolves are back among football's European elite, but this time we will compete as a sports and entertainment business across multiple brand verticals. As a challenger club, Wolves dare to be different, so creating world-class propositions in esports, fashion and music are all part of our ambitious plans.

At Wolves, we don't simply look to the future, we seize it.

Wolves Values – what we stand for:

Progressive - Ambitious. Creative. Innovative.
Determined - Ownership. Decisiveness. Consistent.
Bright - Inspiring. Engaging. Intelligent.
Unified - Connected. Family. Togetherness.
Humble - Considered. Considerate. Respectful.

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all colleagues and volunteers to share this commitment. This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding children, young people and adults at risk

Job purpose

The HR Advisor will support the Club in an HR Advisory capacity, giving HR advice, taking on casework and managing projects. The HR Advisor will provide support and advice relating to the whole employee lifecycle. They will be approachable, personable, professional, discreet and able to answer general HR queries.



The role will be an opportunity for someone already working in HR to develop their experience and skills in a progressive and fast-paced environment. We require an excellent communicator who can operate under pressure and tight deadlines.

There is a requirement for this person to travel regularly between the campuses so owning a car and a clean driving licence is essential.

Key responsibilities

- Supporting the Club HR Manager and Head of HR taking on employee relations casework, performance management processes, and administrative tasks
- Providing HR advice to employees and line managers
- Supporting line managers with investigations, including grievance and disciplinary
- Providing ad-hoc reports when required, identifying trends, patterns, themes, good practice
- Monitoring, reviewing and updating letter templates and ensuring these are in line with current legislation
- Supporting the Recruitment & Onboarding Manager; offers out, contracts, reference checks, DBS checks, right-to-work checks and file audits in line with our safer recruitment standards
- Managing the probation review process, monitoring review dates and supporting managers with completion
- Employee changes – preparing and issuing contractual change letters, communicating deadlines such as the upcoming end of a fixed term contract etc and notifying payroll of any necessary changes
- Absence / annual leave – updating the HR and Payroll system in relation to all absence and annual leave requests and notifying payroll where necessary
- To ensure the club's EDI and sustainability strategy make progress in conjunction with the EDI Manager and Facilities Director
- Contribute to the development and improvement of HR processes and policies by proactively keeping up to date with employment law and best practices
- Keep up-to-date and accurate records on the central HR system as well as the respective trackers.
- Manage the Club's fleet of vehicles, working closely with our fleet partner to ensure smooth administration of the fleet and adherence to the fleet policy.
- Build strong and valuable relationships with colleagues, external suppliers (where appropriate) and other members of the People and Operations function who contribute to the overall success of the club strategy and people strategy
- Act as an ambassador to support the cultural and organisational change initiatives and role model the club's values and behaviours and EDI standards to preserve the One Pack culture.

General Responsibilities

- Compliance with Club policies
- Compliance with the Club's health and safety procedures
- Compliance with the Club's safeguarding policies



- To promote the Club's values
- To work consistently to embed equality & diversity into the Club
- To undertake such other duties as may be reasonably expected
- To always maintain professional conduct

Safeguarding

- This role carries a specific safeguarding responsibility, this means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding children, young people and adults at risk.

Key relationships

- Human Resources Director
- HR & Payroll Team
- Heads of Department
- Line Managers
- Employee Population
- Wolves Head of Safeguarding
- Wolves Legal Team
- Third-party training and recruitment partners



Person Specification

Job Title: HR Advisor

Knowledge: the level and breadth of knowledge to do the job e.g. understanding of a defined system, method or procedure, legal or regulatory frameworks etc

Essential

- Ability to maintain confidentiality in this role
- Up-to-date knowledge of employment law and current HR practice, ability to demonstrate continuous development of HR knowledge
- GDPR legislation as it applies to employees, workers, and job applicants
- Equality & Diversity legislation

Desirable

- History of Wolves FC
- Understanding of how a football club or similar sports organisation operates internally
- Apprenticeship programmes and university bursary schemes
- Knowledge of the 9-box grid used in Talent Management processes
- Fleet management
- Experience in an education environment such as schools/Uni etc
- Implementing reward & benefit schemes

Technical/work-based skills: skills specific to the job e.g. language competence, typing skills, coaching skills etc

Essential

- Competent in the use of Microsoft packages and HR information systems
- Ability to input/process HR data maintaining accuracy
- Able to produce and deliver interesting and engaging training material and presentations and assess the impact
- Recruitment skills; sifting, scoring, interviewing, onboarding
- Competent in writing and reviewing letters, emails, and contracts of employment maintaining a high level of professionalism

Desirable

- SharePoint skills
- Safer recruitment including DBS checks, online verification, reference checks, visas, and sponsored visas

General skills and attributes: more general characteristics e.g. flexibility, communication skills, team working etc

Essential

- Understanding of how to work safely with children and/or adults at risk and uphold generally accepted practices when working with those participants
- Promote, adhere to and implement the Club's Equality Policy and work consistently to embed equality and diversity within the Club
- A proactive approach and the ability to work well under pressure, whilst maintaining a high attention to detail is required due to it being a fast-paced, demanding role
- Highly effective written and verbal communication skills
- Excellent communication skills with the ability to challenge where appropriate



- Resilient and personable with a positive demeanour
- Ability to build trust and credibility cross-departmentally, able to develop effective working relationships at all levels
- Able to develop effective working relationships at all levels
- Discreet and professional always
- A willingness to engage and motivate others, supporting others with their development and role modelling through their own personal development
- Problem-solving approach with strength in finding the most effective way forward
- Proactively keeps knowledge up to date through ongoing personal development

Experience: proven record of experience in a particular field, profession or specialism.

Essential

- HR experience with the full employee lifecycle
- Experience with the entire range of HR generalist responsibilities as listed under the key responsibilities
- Experience in recruitment process and practice
- Experience in developing processes and governance
- Managing safeguarding processes Inc. DBS
- Experience working with employees, casuals, consultants and volunteers
- Experience working in an HR department both face-to-face as well as remotely – over the phone or virtually

Qualifications: the level of educational, professional and/or occupational training required

Essential

- CIPD qualification equivalent to CIPD Level 5
- Previous HR experience is essential
- Clean driving licence and own car

Desirable

- Previous HR experience within the sports and/or education sector