

Job Description: Staffing Manager



Function:	HR & Staffing
Position:	Staffing Manager
Job holder:	Vacant
Date (in job since):	
Immediate manager (N+1 Job title and name):	General Manager – Operations
Additional reporting line to:	
Position location:	Brighton & Hove Albion Football Club

1. Purpose of the Job – State concisely the aim of the job.

- To manage and deliver all aspects of the Staffing function at BHAFC in the delivery and management of the labour for Match Days, Non Match Day business, in line with labour productivity initiatives and budgets.
- To ensure that a strategic plan is in place and delivered in terms of the provision of effective labour
- To support the promotion of the 'be more than a spectator' brand

2. Dimensions – Point out the main figures / indicators to give some insight on the "volumes" managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region	Workforce	tbc
		EBIT margin:	tbc							
		Net income growth:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc	
		Cash conversion:	tbc							
Characteristics ▪ Add point										

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Complex employment legislation with regards to a large casual workforce
- Operational role with a requirement for weekend work and an element of anti-social hours
- Manage the delivery of the staffing function both for match day/event day and non-match day business in line with labour productivity, initiatives and budget
- Build and develop effective working relationships with business managers

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Ensure and manage the production of wage forecasts for all match day and non-match day business, reporting both forecast and actual costs and control management in all labour lines (i.e casual labour, staff, transport, accommodation and uniform)
- Meeting client expectations, report labour costs in line with forecasts and budget for all labour lines.
- Support the Staffing Coordinator on their specific tasks, liaising with the operational team regarding staffing requirements
- Report all Actual Labour Line costs, communicating costs to the HODs and Finance Team on a monthly basis. Ensuring all labour lines are captured and accrued on the Commitment Registers.
- Manage the payroll administration function and ensure that all wages are submitted in a timely manner, fully authorised and including employee numbers. Ensure that wage queries are dealt with efficiently and effectively.
- Support the recruitment of direct staff through the Be More Than a Spectator brand. Ensure there is a presence at relevant open days or recruitment fairs.
- Ensure that staffing is both cost effective and suitable to meet the needs of the specific event or function.
- Ensure that all legal obligations and compliance is adhered to in all activities, some of the specific legislation are as follows:
 - Working Time Directive 2002
 - Asylum and Immigration Act 1996
 - Disability Discrimination Act 2005
 - Minimum Wage reviewed and implemented in line with annual changes
- Support the development and implementation of the Be More Than a Spectator engagement strategy for the casual workforce at Brighton
- Ensure that any and all accidents or near misses are reported and recorded properly.
- Work with and develop the staffing team creating clear succession planning and creating a fit for purpose staffing function.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Overall management of the Staffing Team ensuring each individual has key accountabilities
- Monthly reporting of labour lines to the Business Managers, justifying any overspend.
- Payroll timelines are met and instances of non-payment are reduced throughout the year.
- The proportion of directly recruited staff to agency staff is increased managed appropriately.
- All HR Policies and Procedures are adhered to.
- Relationships are developed with key stakeholders to allow development both operationally and functionally to enable growth and development with confidence in the role.
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7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential

- Previous event and staffing experience
- Management of a budgets, forecasts
- Recruitment knowledge and experience in terms of process and interview and selection for casual positions

Desirable

- Knowledge of HR policy and practice
- Presentation skills to present information appropriately at all levels.
- Managing a team
- Operations experience

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

▪ Growth, Client & Customer Satisfaction / Quality of Services provided	▪ Leadership & People Management
▪ Rigorous management of results	▪ Innovation and Change
▪ Brand Notoriety	▪ Business Consulting
▪ Commercial Awareness	▪ HR Service Delivery
▪ Employee Engagement	
▪ Learning & Development	

9. Management Approval – To be completed by document owner

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Document Owner			

10. Employee Approval – To be completed by employee

Employee Name		Date	
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