



HUMAN RESOURCES MANAGER

Reporting to the CEO, the HR Manager is responsible for the delivery of all Human Resources activities across Cricket Ireland. The role leads the full employee lifecycle, including recruitment, onboarding, engagement, performance management, talent development, succession planning and employee relations.

The HR Manager also oversees monthly payroll collation and review in partnership with the organisation's outsourced payroll provider, ensuring accuracy, compliance and governance.

The role works closely with the Director of High Performance in relation to player and high-performance staff contracts and acts as the HR liaison with the Irish Cricketers' Association (ICA) on employment-related matters. This is a hands-on operational HR leadership role.

KEY RESPONSIBILITIES

Full Employee Lifecycle Management - Lead and manage all aspects of the employee lifecycle:

- Recruitment & Workforce Planning
 - Partner with hiring managers to identify workforce needs.
 - Manage end-to-end recruitment processes.
 - Ensure fair, transparent and compliant hiring practices.
 - Draft contracts and offer documentation.

- Onboarding
 - Manage onboarding process for all new employees.
 - Ensure contracts, policies and compliance documentation are completed.
 - Deliver HR induction and orientation processes.

- Performance & Development
 - Support managers in performance management processes.
 - Implement appraisal cycles and performance frameworks.
 - Coordinate learning & development initiatives.
 - Identify succession planning opportunities.
 - Support talent development across departments.

- Engagement & Culture
 - Support positive employee engagement initiatives.
 - Act as HR contact for all employees.
 - Manage employee relations matters professionally and confidentially.
 - Conduct investigations where required.
 - Support grievance and disciplinary processes.

- Offboarding
 - Manage exit processes.
 - Conduct exit interviews.
 - Analyse trends and provide feedback to leadership.

- Compensation, Contracts & Payroll
 - Compensation Oversight
 - Support salary benchmarking and market review exercises.

- Ensure equitable and consistent pay practices.
- Work with the CFO on payroll budgeting.
- Contracts Administration
 - Draft and administer employment contracts.
 - Maintain secure and accurate employee records.
- Work in partnership with the Director of High Performance on:
 - Player contracts
 - High-performance staff contracts
 - Contract renewals and variations
- Payroll Processing
 - Collate and review monthly payroll data across the organisation.
 - Receive payroll inputs from Team Managers (player payments).
 - Verify and reconcile payroll submissions.
 - Submit final payroll data to outsourced payroll provider.
 - Review payroll outputs prior to processing.
 - Maintain payroll documentation and audit trail.
- HR Governance & Compliance
 - Ensure compliance with Irish and NI employment legislation.
 - Maintain up-to-date HR policies and procedures.
 - Oversee HR documentation and record keeping.
 - Support safeguarding, welfare and duty of care obligations.
 - Ensure GDPR compliance for all personnel data.
 - Provide HR reporting to senior leadership as required.
- HR Systems & Administration
 - Manage HR systems and personnel records.
 - Maintain employee database accuracy.
 - Produce HR metrics and reporting dashboards.
 - Support HR technology improvements where required.

PERSON SPECIFICATION

Essential

- 5+ years' experience in a standalone or senior HR generalist role.
- Experience managing full employee lifecycle activities.
- Strong knowledge of Irish and NI employment law.
- Experience managing payroll collation and outsourced payroll processes.
- Experience drafting and administering employment contracts.
- Strong interpersonal and stakeholder management skills.
- High level of confidentiality and professionalism.
- Excellent organisational and administrative skills.

Desirable

- Experience within sport or high-performance environments.
- Experience working with representative bodies or unions.
- CIPD qualification (or equivalent).
- Experience supporting contract negotiations.

- The closing date for applications will be Wednesday 8th April.
- Letters of application and full CVs should be sent by email to recruitment@cricketireland.ie
 - Please include 'HR Manager' in the subject title. If you are shortlisted following the application process, interviews will be held as soon as possible after the closing date.

Cricket Ireland is an equal opportunities employer