



Job Vacancy Information Pack

Post: HR Team Leader

Job Reference: EX376 (please quote on application form)

This pack contains all the information you need to know when applying for a vacancy at Yorkshire Wildlife Park, included in the sections below:

1. Important Information
 - Useful information about the recruitment process, equal opportunities, company & departmental information.
2. How to apply
 - Accepted methods of application and how to submit.
3. Application form
 - Yorkshire Wildlife Park encourages green practices. Please reduce your ecological footprint by completing the form electronically and returning via email.
4. Job Description
 - A breakdown of the vacancy and what is expected from the successful applicant.
5. Job and Person Specification
 - A list of essential and desirable criteria for the post.

Important Information

The Organisation

Thank you for your interest in our advertised vacancy. Since its opening in 2009, Yorkshire Wildlife Park has evolved to become the UK's number 1 on-foot safari. We feature walkthrough exhibits that take the guest directly into the world of the animals. A dynamic centre for conservation and welfare, the park currently has around 400 animals across 70 different species and attracted over 760,000 visitors in 2016. We aim to provide a quality, value for money experience that excites and inspires our guests.

Equal Opportunities

Yorkshire Wildlife Park is committed to equal opportunities in all aspects of recruitment and employment. Job descriptions and person specifications define the qualification, experience and other skills required for the post and will only include those factors which are necessary and justifiable on objective criteria for the satisfactory performance of the job.



As part of our commitment to equal opportunities we are monitoring job applications for equality purposes. To help us in our endeavours we ask you to complete an equal opportunities monitoring form at the end of the job application form. The equal opportunities monitoring form will be detached from your application form, stored separately and used solely to provide statistics for monitoring purposes.

Yorkshire Wildlife Park's Mission Statement

To create a dynamic, interactive experience and regional centre of excellence for the conservation of biodiversity globally and locally that is sustainable both for the environment and the business. To promote a wider understanding of the natural world and inspire generations to support and protect the world around them.

Human Resources at Yorkshire Wildlife Park

The HR team at Yorkshire Wildlife Park provides a complete strategic and transactional HR service to what is an extremely agile, innovate and rapidly developing organisation. With circa 450 employees at present, an increase of 100% within the last 6 months, and with further significant expansion underway, the team must continually adapt to the constantly changing context of the business and associated workload. Our HR team are exposed to a wide variety of generalist work which reflects the dynamic nature of our workforce. We welcome applicants who will thrive working in a fast paced, commercial environment and who will embrace YWP'S culture of continuous and rapid change.

Use of Curriculum Vitae (CVs)

Our policy is to recruit and employ our employees on the basis of their suitability for the vacancy.

An application form allows us to compare individuals based on the same criteria and as such we do not accept a CV unless it is accompanied by a fully completed application form.

Shortlisting

To ensure that the people we employ are matched to the role and our business aims we operate a robust shortlisting procedure which involves a two-stage interview process. Candidates should ensure before they apply for a position with YWP that as a minimum they meet the essential criteria outlined in the person specification and are available to attend interviews on the dates outlined on the job specification.

Due to the volume of applications we receive, it is our policy not to inform candidates who have not been shortlisted to interview stage. If you do not hear from us within one month of the closing date, we will have decided not to take your application any further.



Pre- employment Checks

All offers of employment are made subject to the following criteria:

Proof of eligibility to work in the UK and two satisfactory references.

How to Apply

All applicants are required to fully complete the YWP application form in order to be considered for any vacancy. You should refer to the person specification when completing Section 5 of the application form as this is the criteria we use to measure you against.

Complete application forms should be returned to the HR Department by midnight of the closing date specified. Late applications will not be accepted under any circumstance.

Yorkshire Wildlife Park promotes green practices, please support us in our endeavours by completing the application form electronically and returning via email.

A CV can be used as a supportive document to the application form but cannot be used to replace any part of the application form. Applicants who have used their CV to replace parts of the application form will have their application rejected.

Complete application forms should be returned to the HR Department via the below means recruitment@yorkshirewildlifepark.com

Application Form

The YWP application form is available to download from the vacancies page of our website in pdf and word format.



Job Description

Job title:	HR Team Leader
Reporting to:	Head of HR
Department:	Human Resources

Primary Responsibilities

Lead the generalist HR team to deliver key operational outputs. Act as a key driver for the development of the "YWP Academy".

Key Work Objectives

- Coach, mentor and support the generalist HR team to ensure the consistent and satisfactory delivery of key outputs.
- Work in partnership with the Recruitment Team Leader to ensure the synergy and efficiency of recruitment and wider general policy and L&D processes.
- Oversee daily workloads, ensuring that tasks are prioritised and completed in accordance with urgency and business context.
- Act as the key driver for the development of L&D processes; propel development of the "YWP Academy".
- Coach, mentor and provide daily procedural support to the management team.
- Audit and update policies in line with statutory and organisational requirements.
- Development and delivery of induction training material and other training processes.
- Assist the Head of HR to effectively deliver continuous change management processes in line with exponential and ongoing business growth.
- Support and coach the management team to effectively manage employee relations casework.
- Lead and manage ad hoc HR projects as directed by the Head of HR.

General

- Maintain high levels of professionalism, service and personal appearance.
- Assist other departments in their duties as and when required as directed by the Head of HR.
- To be responsible, along with other staff members, for compliance with health and safety regulations for staff and visitors.



Job Specification

Job Title:	HR Team Leader
Reporting to:	Head of HR
Working Hours:	Basic of 40 hours per week normally scheduled over 5 days. To include weekend and bank holiday work as required.
Salary:	Competitive
Contract:	Permanent (subject to the successful completion of a probationary period)
Purpose of role:	Lead the generalist HR team to deliver key operational outputs.

Main Duties & Responsibilities:

- Oversee daily workloads, ensuring that tasks are prioritised and completed in accordance with urgency and business context.
- Development and delivery of induction training material and other training processes.
- Support and coach the management team to effectively manage employee relations casework.
- Assist the Head of HR to effectively deliver continuous change management processes.

Candidate:

- Enthusiastic self-starter who is keen to develop professionally in line with rapid and continuous business growth.
- Confident delivering training content and presentations to audiences of all sizes, both virtually and in person.
- Excellent interpersonal skills.
- Proactive, self-motivated and able to demonstrate initiative.
- Broad spectrum HR generalist background with a strong interest in L&D.
- Must be flexible and able to work during weekends and bank holidays when required by the business.

Start Date: As soon as possible

Closing date for applications: Sunday 17th October 2021

Interviews to be held: Dates to be confirmed



Person Specification

JOB TITLE: HR Team Leader

Assessment Criteria	Essential (E) Desirable (D)
Experience	
Comprehensive experience working in a busy generalist HR role	E
Production, reporting and reviewing of management information	D
Confident delivery of presentations and training content to audiences of all sizes	E
Use of HR databases	D
Management of employee relations casework	E
Development of training content in line with L&D strategy	E
Supervision of change management processes	D
Supervision/ leadership of a team	E
Skills/ Abilities	
Impeccable attention to detail	E
Competent user of Microsoft Office, particularly Excel, Word and PowerPoint	E
Excellent interpersonal skills	E
Ability to thrive within a commercial, fast paced, dynamic and constantly changing environment	E
Ability to work under pressure and flexibly to meet a varied, wide-ranging workload	E
Knowledge	
Good working knowledge of applicable employment legislation	E
An awareness of training techniques and delivery methods	E
Basic application of GDPR principles	D
Sound commercial awareness	E
Board specialist knowledge of L&D trends and best practice principles	D
Qualifications	
CIPD Level 3 Foundation Certificate in People Practice (or equivalent qualification)	E
CIPD Level 5 Diploma in People Management (or equivalent qualification)	D
First Aid at Work Certificate	D