

HUMAN RESOURCES

SENIOR CONSULTANT



European Club Association - Deadline for application: **4th January 2019**; jobs@ecaeurope.com (CV and Covering Letter).

SUMMARY

- The European Club Association (ECA) is developing and growing its administration team to ensure we constantly improve the delivery of value in all of our services to our member clubs.
- As part of this growth we are bringing on board a full time Human Resources Senior Consultant to the organisation, reporting to the Managing Director, to optimise and improve our HR and organisational development needs.



ABOUT ECA

- ECA is the sole, independent body directly representing football clubs at European level. We are a key stakeholder in the high profile and rapidly changing European football market.
- Throughout the last decade, ECA, the “voice of the clubs”, has established itself as a serious and well-respected stakeholder on the European football landscape. Through its constructive and cooperative approach, the organisation has significantly influenced the development of European club football and its governance structure.
- ECA’s key objective is to ensure that the clubs’ interests on European club football matters are promoted and safeguarded at the highest level. The association’s successful evolution is reflected in a number of significant achievements, most notably, in 2017, the inclusion of two club representatives as full members in UEFA’s supreme decision-making body, the UEFA Executive Committee, from 2017.
- In addition, ECA continues to develop services for its member clubs (i.e. publications, studies, workshops) and acts as a knowledge platform to help professionalise and develop European club football at all levels.
- When ECA was founded in 2008, the association counted 137 members. This number has grown to over 230 member clubs, representing 54 different national associations for the start of the running 2017/18 season. ECA is chaired by Andrea Agnelli, Chairman of Juventus, since September 2017.
- As an administration we are a growing team, currently of 15 people. We are on a mission of organisational improvement to develop a performance-driven culture, delivering high impact outcomes for ourselves and our members.
- ECA is committed to providing a culture of equal opportunity and diversity in its workplace.

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MISSION

- The Human Resources Senior Consultant is a new position in the team and will play a key role in the planning and execution of the organisational development programme across ECA.
- Reporting into the Managing Director, the HR Senior Consultant will:
 - Be the main point of liaison and execution for all HR and personnel related matters within the ECA administration
 - Be a key contributor to the development and execution of ECA's ongoing talent and organisational strategy
 - Possess a continual drive to work collaboratively with the senior team to identify and deliver organisational improvements, including internal HR processes, organisational design, recruitment and talent management strategies, cultural and internal communications programmes.
- The successful candidate will also have a key role to play in developing ECA's knowledge base in relation to best practice in HR and organisational talent and development. This is an example of a subject area in which our Member Clubs look to us for support and education.



MAIN RESPONSIBILITIES

- To support the General Secretary, Managing Director and Directors in developing people and recruitment strategies and policies.
- To refine, manage and ensure timely execution of the ECA Performance Management process for ECA staff (including objective setting, performance measurement, staff appraisals, development) alongside the Managing Director.
- To lead the recruitment process for new ECA staff members, including the creation of job descriptions, choice of recruitment platforms and management of candidates.
- To offer logistical and on-boarding support to ECA staff members, including work permits, insurance, co-ordination of third party support services (e.g. relocation), retirement funds, etc.
- To lead the creation and management of the ECA employee handbook.
- To be the main ECA management and contact point for external HR-related parties.
- To oversee payroll and benefits management process (provided by a third party).
- To identify, manage and safeguard confidential information related to HR including contracts and personnel details.

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MAIN RESPONSIBILITIES (CONTINUED)

- To plan, oversee and organise staff training programmes and team building activities.
- To stimulate ideas and drive practical execution of further cultural improvement initiatives, for example to do with internal communications, office environment, etc.
- To be the contact point for any internal disputes and mediation.
- To lead other dedicated projects or sub-projects as defined by the senior leadership team in conjunction with the Managing Director from time to time.
- To take on part of the ECA's knowledge and education development remit by supporting and collecting/sharing best practice in organisational and talent management with ECA's Member Clubs.



REQUIREMENTS

- University degree or equivalent, with a clear focus and ideally high level qualification in HR management.
- Five or more years of relevant experience HR management in a structure environment with demonstrable knowledge / experience of best practices.
- Excellent knowledge of HR related issues in Switzerland, including work permits, tax system, health insurance, etc.
- Experience of scoping and managing change projects/programmes within the field of organisational culture and development.
- Be reliable and discrete; have experience in handling confidential data.
- Be task-oriented, a 'doer'. Motivated, organised and stress-resistant, ability to work independently and solution-focused.
- Excellent communication skills.
- Be open-minded, positive and proactive.
- Be familiar with mediation, conflict resolution.
- Excellent Microsoft office programmes skills.
- Work full-time from the ECA Offices in Nyon, Switzerland.
- Occasional travel to interface and share best practice with ECA key stakeholders across Europe.
- Fluent in English (oral and written) and highly proficient / fluent in French; other languages are a plus.