



## Glasgow 2026 Commonwealth Games – Job Description

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| Job title:  | HR Business Partner         |
| Division:   | Corporate Services          |
| Department: | People (HR and Recruitment) |
| Reports to: | Head of People              |
| Location:   | Glasgow                     |

### Background to the Glasgow 2026 Commonwealth Games

The journey to Glasgow 2026 starts now – and we want **YOU** to be part of it!

Get ready for a brilliant new era for the Commonwealth Games, blending world-class sport with a sustainable, future-focused vision. In under 250 days, Glasgow will transform into a global hub for sport and culture, welcoming 3,000 athletes from 74 nations across 11 days of unforgettable action, fuelled by the city's unstoppable energy and passion.

Glasgow 2026 is set to revolutionise the Games with a bold experience that reflects the city's resilience and innovation. This is more than just an event; it's a movement – a celebration of unity, equality, and sporting excellence. A movement that will not only deliver a world-class sporting experience but will also create a lasting legacy, maximising social and economic benefits for the city and the Commonwealth.

Don't miss your chance to be part of something historic!

Joining the Glasgow 2026 team means being part of something extraordinary. As we embark on this exciting journey, we're not just planning an event – we're creating a diverse team which represents us ALL, which is essential to our success.

We are dedicated to creating a workplace where all individuals, regardless of background, identity, or ability, feel valued, supported, and empowered to thrive. We will foster a culture where every team member can bring their full, authentic self to work and contribute their opinions in every environment. Everyone at Glasgow 2026 has a voice, as together we have the opportunity to shape the future of major sporting events and bring the world together for 11 days of unforgettable competition and culture.

We're looking for well-organised, passionate, and driven people who are excited to be involved and be part of an inclusive, forward-thinking, and sustainable Games. This is your chance to help set the new standard for global events while contributing to the city's rich sporting legacy.

As the HR Business Partner, you will provide generalist support in all aspects of people management, developing and delivering a range of high quality and pragmatic HR solutions. This role plays a key part in supporting our People objectives including recruiting top talent, engaging and retaining our teams ensuring ED&I is central in all we do,



transitioning the workforce into Games Time roles and supporting colleagues as they leave the OC post Games.

This is an exciting opportunity to be at the heart of a world-class event, working with passionate professionals and visionary leaders who are committed to showcasing Scotland on the international stage as well as delivering excellence for athletes and local communities.

### **Role Summary / Key Accountabilities**

#### **Key Responsibilities:**

##### **Recruitment and Onboarding:**

- Assist with posting job openings, management of the mailbox, and CV review process.
- Schedule interviews and assist with coordinating interview logistics.
- Support candidate management, ensuring all queries and declines are issued timely.
- Support the development and delivery of the onboarding process, including preparing new hire documentation, IT requirements, and inductions.
- Support the delivery of key social impact initiatives across placement and internship programmes.

##### **HR**

- Act as a business partner with your assigned functional areas, providing confidential and effective coaching and advice to line managers, ensuring a deep understanding of that functional areas' strategy.
- Support relevant client groups in staffing, development, performance management, ensuring that the changes meet the needs of the Glasgow 2026 and are delivered appropriately from a legal and engagement perspective.
- Lead on core HR processes with allocated business areas e.g. salary reviews, talent processes, coaching and development.
- Build and sustain effective working relationships, engaging and influencing key stakeholders in decision making processes.
- Support managers in handling performance issues, conflict resolution, and employee concerns.
- Ensure fair, consistent application of policies and procedures.
- Coach leaders on people management, communication, and engagement best practices.
- Regularly review and adapt our policy management system in line with legislation and operational requirements.
- Identify and implement HR interventions in order to deliver the workforce and business plan on time and on budget.



- Closely support the mobilisation of the Games time workforce plan, matching staff to Games time roles, engaging the team towards delivering the Games and supporting as they leave the team after the Games.
- Work in partnership with the business and Finance team to ensure the delivery of projects and services in line with the overall workforce and HR business plan, working within any relevant budget constraints.
- Continually look for and implement best practice/changes that add value and drive employee engagement.
- Be an ambassador for the Glasgow 2026 organisational culture. Assist with the planning and implementation of organisational culture activities.
- Executing any additional tasks required in order to meet Glasgow 2026's changing priorities.

**Confidentiality:**

- Manage sensitive information with discretion and always maintain confidentiality in line with our Data Protection Policy.

**Health and Safety**

- Responsible for adhering to all company health and safety policies and procedures.

Responsibilities of the role may evolve during the lifespan of the Organising Company, and it is likely that the role profile will evolve with the changing needs of the OC.

**Knowledge & Experience**

- Prior experience in a similar role with CIPD associate level qualification.
- Excellent written and verbal communication skills.
- Strong interpersonal skills to interact effectively with employees at all levels, as well as candidates and external partners.
- A commitment to promoting a diverse and inclusive environment within the workplace
- Ability to manage multiple tasks and prioritize responsibilities efficiently in a fast-paced environment.
- Attention to detail when maintaining employee records, processing documentation, and assisting with payroll.
- Ability to approach situations with a solution-oriented mindset and maintain confidentiality when dealing with sensitive employee information.
- Ability to work collaboratively with HR colleagues, department heads, and other stakeholders to achieve HR goals.
- Flexibility to adapt to changing business needs, company policies, and the evolving nature of HR functions.



| Personal Characteristics   |
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| <ul style="list-style-type: none"><li>• One Team approach – loyal and respectful to colleagues and partners.</li><li>• A high level of responsibility and accountability, acts in the interests of Glasgow 2026</li><li>• Highly collaborative, taking time to engage with a wider range of individuals</li><li>• Results driven and highly motivated.</li><li>• Displays a friendly, positive, can-do attitude</li><li>• Demonstrates the ability to 'think big' and always be creative</li><li>• Possesses first class communication and tactful, diplomatic influencing skills</li><li>• An informed, fair decision-maker, who places value on equality, diversity and inclusion.</li><li>• Calm and resilient under pressure</li></ul> |