



Midlands Base

Position:	HR Officer
Reporting to:	Head of People Operations (Racing Division)
Responsible for:	N/A
Contract type:	Permanent
Hours of work:	40 hours, 5 days out of 7

About the role

The HR Officer will be responsible for all general human resources administration on site at Wolverhampton Racecourse and other midlands venues, working with the Head of People Operations towards the efficient and proactive function of the department.

General Administration

- To be responsible for uniform across the site with regard to compliance, ordering and stock management within budget.
- To maintain the Employee Database system, ensuring all current staff information is complete and up to date, documents are attached and leavers archived to enable accurate reporting.
- To produce reports from the employee database as required.
- To produce paperwork from standard letters and forms as required by the site senior management team including new starter packs, contracts and variations.
- To assist with the collation of payroll related documentation.
- To prioritize confidentiality with regard to all staff records, Company business and related information.
- To maintain personnel files for all permanent staff in accordance with the DPA and GDPR.
- To maintain records of holidays and other absence, informing payroll and raising any absence related issues with the Senior Management team as they arise.
- To administer Self Development Surveys as requested.
- To be at the forefront of developing team engagement and communication initiatives.

Changes in employment

- Issuing variance of contract forms for any changes to employee terms and conditions
- On receipt of termination forms, sending acceptance of resignation letters together with exit interview questionnaires to all employees that resign.
- Collating exit information data.

With the support of the Head of People Operations to provide the following assistance:

Recruitment

- Advertise vacancies as requested ensuring that all recruitment activities are completed in a timely manner and ensure quality of service.
- To produce and design recruitment adverts with consistency and brand voice as required and based on information provided by Recruitment Officer and Senior Management Team.



- To familiarise yourself with the full range of staff benefits (both provided by the group, and locally at Racecourse level) to enable accurate advertisements.
- To arrange external advertising of vacancies, and placement in press, company websites (using standard ARC template, ensuring wording is legally compliant), in addition, to post any casual worker adverts on our job boards in line with the company recruitment policies and procedures.
- To arrange and ensure as much exposure for adverts as possible – for example, working with Racecourse marketing teams to post roles on social media sites around the group and where possible
- Using the applicant tracking system to co-ordinate all recruitment correspondence from acknowledgement email/letters, invite to interview email/letters and rejection email/letters, ensuring correct paperwork is completed to avoid potential discrimination claims prior to interview (application forms etc., proof of ID).
- To work in a manner that is compliant with GDPR legislative requirements (data protection).
- Use the applicant tracking system to track applicants and allow a smooth response process.
- Ensure that information reaches payroll in a timely manner and input new starter details onto MHR system.

Performance Management

- To assist Managers with the Appraisal Procedure.
- To remind Managers of review and probation periods and support as required.
- To attend disciplinary meetings in the absence of the Head of People Operations as appropriate and take notes/audio recordings ensuring objectivity and confidentiality are maintained.

Training

- Book training courses as required, ensuring the appropriate authorization is in place and Training Cost agreements are completed.
- To ensure records are kept of employee qualifications in personnel files, HR Database and in relevant documents (eg; first aiders).

Staff Welfare

- To ensure that all staff are aware of the benefits that they are entitled to.
- To operate with respect for the sensitivity and security of personnel information at all times.
- To assist in the administration of team activities.
- To assist in the administration and analysis of employee engagement activities.

General

- To encourage good employee relations and positive attitude by personal example.
- Any other special duties or work outside the daily and weekly routines, but within the overall scope of the position.
- To be an ambassador for ARC; actively promoting the sites on all occasions
- Chase missing employee file information to ensure personnel files are complete and fully up to date.
- Prepare and with authorisation, issue change of terms and conditions letters for employees.



- Ensure all relevant leaver administration documentation is completed and filed appropriately.
- General filing.
- Carrying out audits of HR files and bringing them up to date.
- Note-taking at meetings.
- Assisting with preparation for interviews.
- Assisting with preparation for inductions.
- Preparation for training sessions; issuing invites, pre/post work and where required assisting in delivery.
- Preparation for annual appraisal process, sending out forms and chasing back.
- To assist in booking and arranging mandatory employee training for the site.

Any other tasks as requested by the Head of People Operations.

Qualifications/Experience

- a. Minimum 3 years' experience in an administrative capacity with proven success
- b. CIPD Level 3
- c. Capable in all MSOffice packages
- d. HR experience preferable

Personality:

- a. Organised and efficient
- b. Attention to detail
- c. Trustworthy
- d. Good communicator
- e. Works well under pressure

Hours of Work:

- Due to the nature of our business you may be required on occasions to work anti-social hours. Flexibility toward week-end, early morning or late evening working is a pre-requisite of this employment.

Other

To comply with all Health and Safety procedures associated with the department at all times. This relates to:

- Standards and procedures of correct working practices
- The completion of risk assessments
- COSHH regulations
- Use of Personal Protective Equipment

To control wastage and operate according to the Companies environment policy with regard to:

- product control and waste minimisation
- proper care and maintenance of equipment to prolong its life
- using towels in appropriate quantity to minimise unnecessary laundering
- proper separation and disposal of cardboard, paper and glass in recycling bins
- minimising energy wastage by switching off unused lights, heating, PCs and equipment

To be an ambassador for ARC and for our site, taking personal responsibility for finding out about our product and services, and at all times striving to represent the Company in the most professional, courteous and efficient manner possible.



The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Signed by Employee..... Date.....

Signed by Line Manager..... Date.....