



Doncaster Base

Position:	HR Officer
Reporting to:	Regional HR Manager
Contract type:	Permanent
Hours of work:	40 hours, 5 days out of 7

About the role

The HR Officer supports the delivery of HR services across areas including recruitment, employee relations, performance management, training, and compliance for Doncaster Racecourse and the onsite Hilton Garden Inn hotel. Working closely with the Regional HR Manager, the role helps ensure efficient HR operations and contributes to fostering a positive workplace culture, while also providing support to additional venues across the North East when needed.

HR Administration & Systems

- Maintain and update the HR database, ensuring all employee records are accurate, complete, and regularly reviewed, with leavers correctly archived for reporting purposes.
- Maintain personnel files in line with GDPR and Data Protection Act (DPA) requirements, ensuring all documentation is complete and audit-ready.
- Ensure HR records are organised, accurate, and accessible, including regular file audits and follow-up on missing documentation.
- Generate HR reports as required to support operational and management needs.
- Prepare HR documentation including new starter packs, contracts, and contractual amendments using standard templates.
- Maintain strict confidentiality of all employee and organisational information at all times.

Payroll & HR Operations Support

- Support the preparation and collation of payroll-related information, ensuring accuracy and timely submission.
- Conduct payroll checks to ensure accuracy of salaries, pension contributions, overtime payments and such like.
- Monitor and record employee absences and holiday entitlement, liaising with payroll and escalating any issues to management where required.
- Ensure employee changes, including contractual updates, are accurately recorded and communicated to relevant stakeholders.

Recruitment & Onboarding

- Manage the end-to-end recruitment process using the applicant tracking system (ATS), including advertising, candidate communication, interview coordination, and documentation.
- Design and draft recruitment adverts in line with company branding and tone, ensuring accuracy and consistency.
- Coordinate vacancy advertising across job boards, company websites, press, and social media, working with marketing teams to maximise visibility.
- Ensure all recruitment activity is legally compliant and adheres to GDPR requirements.



- Maintain accurate applicant records and ensure timely communication of new starter information to payroll and HR systems.

Employee Relations & Performance

- Support managers in delivering the performance review process, including coordination of timelines, documentation, and tracking completion.
- Attend disciplinary and grievance meetings where required, taking accurate and impartial notes while maintaining confidentiality.
- Assist with employee relations administration, including documentation of meetings and outcomes.

Training & Development

- Coordinate mandatory and ad-hoc training bookings, ensuring all approvals and documentation are completed.
- Support the organisation and delivery of inductions and training sessions, including preparation of materials and communications.
- Maintain accurate training and qualification records within HR systems and personnel files.

Employee Engagement & Wellbeing

- Promote employee benefits, wellbeing initiatives, and internal communication activities across the organisation.
- Support the planning and delivery of engagement activities and team initiatives.
- Assist with the administration, coordination, and analysis of employee engagement surveys and related feedback processes.
- Act as a professional representative of the organisation, promoting positive employee relations and company values.

General Duties & Support

- Provide administrative HR support across all areas of the employee lifecycle, including note-taking, interview preparation, onboarding, and general coordination tasks.
- Work closely with the staffing team to support staffing operations and provide assistance to casual employees as required.
- Champion the SLT at Doncaster by attending key meetings, building strong relationships, and coaching managers to develop their strengths, driving improved operational efficiency and performance.
- Act as an ambassador for the organisation, demonstrating professionalism and promoting company values and sites.
- Undertake additional duties as required, appropriate to the scope of the role.

Qualifications & Skills

Experience

- 3 Years' of HR experience
- CIPD Level 5 desirable
- Experience with, and a good understanding of, HR systems and training platforms is desirable.



Skills & Knowledge

- Strong communication and interpersonal skills
- Organisational and time-management abilities
- Knowledge of HR practices and employment laws
- Proficiency in MS Office and HR software
- Confidentiality and professionalism

Hours and Basis

- The role is primarily Monday to Friday, 9:00am to 5:30pm; however, in line with the 24/7 operational nature of the business, flexibility is required, including occasional evening and weekend working to support Racedays and Events.
- This position is office-based and located on-site at Doncaster Racecourse.
- Occasional travel to other company venues may be required.

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.....