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# HUMAN RESOURCES MANAGER

**Location:** Daytona Sandown Park, Esher, Surrey

**Contract:** Full-Time, Permanent

**Reporting To:** CEO

**Salary:** £42,500 per annum

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## ABOUT US

Daytona Motorsport are the UK's leading outdoor kart racing circuit operators, renown for high performance and quality of service. We specialise in delivering leisure kart racing, corporate hospitality, championships, endurance racing and junior tuition. At Daytona, we're not just a workplace; we're a dynamic, people-centric organisation that's committed to developing talent and supporting every employee in their journey with us. We're looking for a skilled Human Resources Manager to lead our HR operations, playing a vital role in the growth, well-being, and engagement of our staff.

## ROLE OVERVIEW

As the Human Resources Manager, you'll oversee all aspects of our group HR strategy, from recruitment and training to health & safety. Your work will directly impact every level of our organisation, supporting team members across the group. You'll work closely with the CEO and collaborate with department leaders to ensure our people practices not only comply with regulations but actively foster a positive, productive workplace.

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## KEY RESPONSIBILITIES

### Recruitment & Talent Acquisition

- Strategise and manage the entire recruitment process to meet staffing needs across the group.
- Build relationships with recruiters and manage all recruitment stages, from job advertising to final offers.

### Training & Development

- Lead Daytona's Leadership Academy, focusing on team management, performance reviews, and succession planning.
- Facilitate and track employee development, ensuring that all necessary training is up-to-date.

### Health & Safety (H&S)

- Ensure compliance with all H&S standards, including scheduling essential training (e.g., first aid, manual handling).
- Oversee risk assessments and incident management.

### **Employee Relations & Compliance**

- Manage employee relations, including absence, annual leave, and disciplinary processes.
- Keep policies current with employment laws and handle all compliance matters, including data protection.

### **Benefits, Rewards & Reporting**

- Administer employee rewards programs, manage budgets, and provide essential reports on HR and H&S metrics to the Board.

### **Desired Qualifications & Skills:**

- CIPD Qualified
- Strong knowledge of Employment Law and Corporate H&S
- Effective communicator with solid experience in HR software and MS Office

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### **READY TO APPLY?**

If you're a strategic thinker with hands-on experience in HR and are passionate about creating a positive, compliant, and growth-oriented work environment, we'd love to hear from you!

Send your application to [careers@daytona.co.uk](mailto:careers@daytona.co.uk) & quote the job reference **HRM24**. Full job description available upon request.