
JOB ADVERTISEMENT

Job Title: *Human Resources Manager*

Year Commencing: *March 2025*

Job Location: *Daytona Sandown Park, Surrey, Esher (Head Office)*

Reporting To: *CEO*

Place in Organisation: *Head Office*

Hours: *Full-time*

MAIN PURPOSE OF JOB

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

General 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*
- *Indirect relationship with all other Group Employees.*

Ready to Join the Team?

If you're looking for a fun, fast-paced role with opportunities to grow, we'd love to hear from you! Apply today and take the next step in your career with Daytona Sandown Park.

To apply, send your CV and a short cover letter to hrteam@daytona.co.uk