



Job Title	HR Manager
Reporting To	Head of HR
Department	Human Resources
Hours	37.5 hours

Job Purpose

Provide generalist HR support as part of a busy fast paced HR team. Working collaboratively within the team deliver a professional, effective and efficient service to staff and managers across the business. Ensure compliance, policies and procedures are followed maintaining deadlines and confidentiality at all times.

Look after the health, safety and welfare of the team through initiatives and wellbeing programmes.

Role Responsibilities

- Policy and process – ensure our handbook and resources are kept up to date
- Employee relations - maintain technical knowledge to ensure legal compliance
- Performance management - oversee process to assess and review individual performance, supporting in setting objectives
- Employee engagement - establish and operate ongoing programmes of engagement
- Payroll and records - manage employee files, records and processes, liaising with payroll
- Reward and benefits – manage communication and documentation of bonuses and changes to benefits arrangements as required
- Attendance Management – monitor staff performance and attendance as required
- Onboarding – deliver inductions for new starters, issue contract paperwork and oversee all aspects of onboarding
- Act as the first point of contact for employee advice and queries
- Proactively work with the Head of HR on resource and succession planning
- Contribute to the personnel aspects of any Health & Safety matters as required to maintain the implementation of best practise methods and policies across the Circuit and Estate;
- Manage ER cases
- Advise line managers and other employees on employment law and Silverstone’s employment policies and procedures

Silverstone Circuits Ltd

Jimmy Brown Centre, Silverstone Circuit, Northamptonshire, NN12 8TN, United Kingdom
+44 (0)844 3728 200 info@silverstone.co.uk www.silverstone.co.uk
Company No. 882843 VAT No. GB 170160935 Registered in England and Wales

Team responsibilities

- Help to create an welcoming and professional environment and proactive culture within the department
- Professional presentation both physically and in all aspects of work and conduct in order to reflect the Silverstone values
- Operate in accordance with SCL Health & Safety Policy at all times

Performance responsibilities

Performance will be monitored against the following:

- Objectives set through the Personal Development Review (PDR) process
- Budget management
- Ownership and completion of in a timely manner
- Teamwork

Key relationships

- All internal departments
- HR colleagues

Knowledge, Skills & Qualifications

- CIPD membership and good knowledge of up to date HR approaches and thinking
- 7+ years' experience within HR
- Experience in managing employee relations cases.
- Experience in dealing with collective and individual redundancies and TUPE situations.
- Confident in advising managers on all aspects of people management and development.
- Strong understanding of UK employment law.
- Previous track record as commercial HR Manager in a medium to large organisation.
- Strong influencing, coaching, facilitation and commercial HR skills.
- Strategic understanding and an innovative thinker.
- A discreet, ethical and confidential manner
- Flexible approach to working hours, including weekends and some evenings.
- Enjoys working in a fast paced environment
- Full clean UK driving licence
- Strong IT skills (Excel, Word, staff rota systems and knowledge of Select HR/ Select Pay would be desirable)
- Highly organised, strong attention to detail and able to work to deadlines.

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- Ability to work on own initiative in a dynamic environment
- An ability and desire to take on a wide variety of tasks and challenges
- The ability to lead various projects autonomously
- Ability to work under pressure and to tight deadlines
- Professional presentation reflecting the Silverstone values
- Good written/verbal communication skills with the ability to speak confidently to people at all levels
- Able to manage relationships with stakeholders

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