



Job title: HR Assistant

Department: HR

Line Manager: HR Manager

Direct reports: N/A

Job classification: Permanent

Hours of work: 30 hours per week (open to discussing flexible working)

Location: Victoria and Ealing Studios

Key Interactions: All staff

About us:

Racecourse Media Group is the umbrella organisation for those 34 racecourses which hold an interest in Racing TV (Sky 426, Virgin 536, and 411), Racing TV International (international betting shop/digital service), and Racecourse Data Company (licensor of Pre-Race Data). Racing TV and Racing TV International also broadcast racing from all 26 Irish racecourses.

About the role:

We have created a new role for an HR Assistant to join the HR team of two. RMG has approx. 95 employees across two offices, Victoria, and Ealing Studios. The successful candidate will work with all staff members, at all levels and will be required to travel to both offices. We currently have a Hybrid Working Policy which allows some roles to work from home as well as in the office.

The successful candidate will have the opportunity to make the role their own and take ownership of processes. The HR Assistant will be responsible for managing the day-to-day HR activities, process improvements and supporting the HR Manager with projects where required. The successful candidate can be creative and will be able to add value to the team and organisation.

This role is a development opportunity, and it would suit someone who is looking to gain exposure to all aspects of HR within a small organisation and to develop into an HR Advisor.

Key responsibilities:

- Manage the recruitment life cycle, including supporting with interviews
- Manage the onboarding and induction process for new starters
- Administering paperwork for probationary periods
- Creation & maintenance of personal e-files for all new starters and ensuring that all documentation is present and completed
- Maintain and update employee records on the Master HR spreadsheet
- Maintain the HR data on the appraisal and absence system
- Process the monthly payroll process
- Process of paperwork for maternity and paternity leave requests
- Understanding of employment law and policies to be confident to provide guidance
- Taking minutes for ER meetings
- Manage the leaver process
- Continuous process improvement
- Answer general HR queries including completing references and responding to employees' queries

Essential skills:

- Good Microsoft Office skills
- High attention to detail
- Able to build relationships across the whole organisation
- Excellent written and spoken communication skills
- Able to work independently
- Strong administration skills

Education / Qualifications required:

- CIPD level 3 / equivalent qualification (or studying towards this)

How to apply:

Please send your covering letter and CV to recruitment@racecoursemediagroup.com by EOP on Wednesday 8th December 2021.

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