



**Job title:** Interim HR Manager

**Department:** HR

**Line Manager:** Director of Broadcast and Production

**Direct reports:** 1 x HR Assistant

**Job classification:** Fixed term contract – 16 months

**Hours of work:** Monday to Friday – 37.5 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 are currently looking for an Interim HR Manager to cover maternity leave for 16 months. 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. There will be support from an HR Assistant. We currently have a Hybrid Working Policy which allows some roles to work from home as well as in the office.

The HR Manager will be responsible of the HR Function and will be responsible of looking after the full employee life cycle along with managing HR projects to carry out during their time at RMG such as the Employee Survey, Reviewing HRIS, and full review of the Employee Handbook.

**Key responsibilities:**

- Promote and encourage HR best practice throughout the business
- Provide high-quality professional guidance, advice, and support to managers to enable them to deal effectively with a range of operational people management scenarios in line with employment law and RMG Operations policies
- Maintain and update own knowledge of HR issues and employment legislation, keeping abreast of changes and best practise, ensuring that knowledge is shared and acted upon accordingly
- Preparation and supporting throughout performance-related issues including disciplinary/grievance/investigation meeting
- Updating the Employee Handbook and the maintenance thereof in accordance with any legal updates in the employee handbook
- Improve HR practices/procedures, identifying and recommending changes to processes to ensure continuous improvement
- Managing employee life cycle from recruitment, onboarding, learning and development, maternity/paternity, appraisals, ER, and exit.
- Conduct exit interviews with employees, collate and analyse the information to identify any trends, and then suggest possible solutions as required
- Oversee the HR Systems – Absence and Appraisal

- Monthly submission of a Board report
- Review monthly payroll
- Budget responsibilities
- Support with the Health and Safety risk assessments including management of COVID-19
- Support with the annual salary review process and annual performance review process
- Provide line management support and coaching to the HR Assistant

**Essential skills:**

- Good Microsoft Office skills
- Able to build relationships across the whole organisation
- Ability to motivate, lead and coach others
- A hands-on approach and a can-do attitude
- Self-motivated and resilient
- Excellent written and verbal communication skills
- Able to work independently

**Education / Qualifications required:**

- A CIPD level 5 / equivalent qualification (or studying towards this)

**How to apply:**

Please send your covering letter and CV to [recruitment@racecoursemediagroup.com](mailto:recruitment@racecoursemediagroup.com) by EOP on Wednesday 8<sup>th</sup> December 2021.

***RMG Operations is an equal opportunities employer and does not discriminate on grounds of sex, sexual orientation, marital status, race, colour, ethnic origin, disability, age, or political or religious belief in its recruitment or other employment policies***