



Job Title: HR Assistant
Reporting To: HR Manager
Department: Human Resources

Job Purpose:

An enthusiastic, commercially-minded HR Assistant, ideally with some experience of working with zero hours contractors, is required to provide advice and guidance to employees as part of a comprehensive support service to the HR team for Silverstone Circuits. The home of the British Grand Prix and a globally recognised brand with a glorious heritage!

The ideal candidate will be looking to take the next step in their HR career and will enjoy working in a highly dynamic and fast-paced environment. Silverstone Circuits understand the importance of providing all employees with professional development opportunities and are happy to provide additional support for the successful candidate to study towards CIPD level 3/5 accreditation.

As part of ambitious, newly developed plans Silverstone Circuits have embarked on an evolutionary transformation of the venue with numerous other revenue streams coming on line – including a purpose-built hotel, event track hire and commercial growth outside of motor sport. Alongside the famous Silverstone circuit, the company operates a highly successful fast-based events and leisure business with a commercial and people orientated culture.

During the year the business can employ anywhere from 150 to 550 people depending on the event – at last year’s British Grand Prix over 340,000 “fans” attended.

The successful HR Assistant will be based in modern, purpose-built offices within the circuit which overlooks the track itself! As part of a truly unique package of employee benefits you and three friends will also be provided with free entry to the British Grand Prix – one of the world’s greatest sporting events!

Key Responsibilities:

- Support the recruitment process – prepare job adverts, arrange interviews and manage the whole process to offer of employment stage, including right to work checks.

- Ensure inductions are conducted effectively.
- Operate HR systems ensuring data is correct and metric reports are run
- Assist in the organisation and planning of training and development activities
- Help to ensure that PDR reviews are conducted on time using the HR system
- Provide advice and guidance to staff on employee related issues.
- Other administrative activities including PO's
- Develop processes and procedures designed to make the HR function more efficient

Knowledge and Skills:

- Strong IT skills
- Previous HR experience essential
- Ability to work on own initiative in a dynamic environment
- Excellent planning and organisational skills
- Some payroll knowledge would be advantageous
- Ability to work under pressure and to tight deadlines
- CIPD level 3 desirable

This is an exciting opportunity for a helpful, highly-organised HR Assistant to join a truly, world-renowned brand at a time of exciting change. Competitive salary and benefits are on offer. Apply now!

Job Types: Full-time, Permanent

Salary: £23,000.00 /year

Experience:

- Human Resources: 1 year (Preferred)