



# Serving the Community

## Part-Time Human Resources Officer 18.5 hours per week

Stratton St Margaret Parish Council is looking for a part-time experienced MCIPD qualified Human Resources Officer. The successful candidate will provide operational HR advice on a full range of generalist HR issues, embedding best practice within all areas.

The successful candidate will be MCIPD qualified with 5+ years of experience and will possess strong negotiation and relationship building skills. Knowledge of Local Council/National Joint Council employment terms and conditions would be desirable.

Main responsibilities are to provide efficient and effective recruitment support: ensuring employment contracts are produced and returned, maintain records of holiday, sickness and absence, training records, manage the leavers process, introduce an induction process for new starters. Successful applicants will be confident dealing with staffing issues and will work closely with our Finance Team to ensure weekly and monthly payrolls are processed accurately and in a timely manner.

The role will be up to 18.5 hours per week with occasional attendance at evening meetings. The role is at SCP 32 on the pay scale which equates to £28,485 pro rata.

To apply please send a CV and covering letter detailing your knowledge, skills and experience to the Clerk to the Council at [info@strattonstmargaret.gov.uk](mailto:info@strattonstmargaret.gov.uk) closing date for applications 8.00am on Wednesday 23rd August 2017.

Clerk to the Council

**Tracy Predeth** BA (Hons) MPA FILCM

[www.strattonstmargaret.gov.uk](http://www.strattonstmargaret.gov.uk) 01793 823 761