



The Percy Hedley Foundation

Service: Central Services

Location: Forest Hall, Newcastle upon Tyne, NE12 8YY

Post: HR Officer

Contract Type: Temporary (maternity cover)

Hours: Full time

Salary: NJC 22 - 26 (£27,041 to £30,451 per annum)

Closing Date: Midnight on Monday 16th August 2021

Interview Date: TBC

Vacancy Reference: CS/HROF/MAT/AUG21

We are looking to appoint a temporary 12 month HR Officer to join our HR Team within Percy Hedley Central Services.

Reporting to the HR Manager, this role will be responsible for providing support across a wide range of HR activities including absence management, employee relations, performance, recruitment, on-boarding, contracts management and annual reward processes.

The successful candidate will work as a key member of the HR team to contribute to the overall provision of an effective HR function including management of HR Database systems, reporting and general advice on a range of HR matters.

We are looking for a candidate with relevant experience of working at an Officer level within a HR environment. Experience in managing and administrating HR Information System databases would be essential.

The role will require some travel within the Newcastle/North Tyneside area, with a flexible combination of working in services, in the HR office and working from home.

For a Job Description and Person Specification, please see the supporting documents section of this advert.

For an informal discussion please contact Lindsay Murray, HR Manager, on 07739 002029.

Applicants must have authorisation to work in the U.K.