



**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 21st June 2021**

**Interview Date: TBC**

**Vacancy Reference: CS/HROF/MAT/JUN21**

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 administering 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.