

UTTLESFORD DISTRICT COUNCIL

OPERATIONS DIRECTORATE

TEMPORARY PART-TIME HUMAN RESOURCES OFFICER

18.5 hours per week

**Maternity cover until post holders return
(anticipated to be January 2011)**

Salary £28,636- £30,851 per annum, pro-rata

The Street Services team are looking for a dedicated Human Resources Officer to join their friendly team. The postholder needs to have a flexible and supportive approach and be prepared to work from a variety of locations as we have two depots one in the North and one in the South of the district.

The key skills required are excellent negotiating style ability to influence and win others round to change even during difficult circumstances; able to interpret legislation to its most practical level and provide policy or advice and guidance; excellent organisational skills able to manage the ad hoc, competing or serious queries that arise by the very nature of the service; ability to communicate clearly and effectively both verbally and in writing ; able to evidence approach to decision-making and solution finding and able to evidence an ability to deal with welfare issues in a non-judgmental fashion whilst acting on behalf of the organisation.

You will need to have membership of the CIPD and proven generalist HR experience. Also excellent IT skills and experience of HR databases or HR systems is an advantage.

If you would like an informal discussion about the post, please telephone Diane Burrige on 01799 510580 or Ron Pridham on 01799 510597.

If you are interested, please telephone our 24 hour recruitment answerphone on 01799 510666 for an information pack and application form or alternatively visit our website at www.uttlesford.gov.uk to download an application form. CV's will not be accepted.

Closing date for completed applications is Friday 5 February 2010. It is intended that the interviews will take place week commencing Monday 22 February 2010.

We positively welcome applicants from all sections of the community.