

Human Resources Officer

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Company: Falkirk Council

Location: Larbert

Category: other-general

Job Advert

We are looking to recruit an experienced Human Resources Officer for our HR Reward Team.

Post: 37 hours – Temporary for 1 year

Based in our small but busy HR Reward team, you'll provide comprehensive professional advice and support on Job Evaluation and Job Sizing related matters to managers of the Council and be responsible for managing specific cases relating to these areas.

In addition you will carry out research and project work as well as the development and implementation of systems and processes to support the work of the team.

With a degree in Human Resources or equivalent, you'll have experience of dealing with competing demands in a busy HR environment, experience of relevant legislation and experience in MS Office packages.

You'll be able to demonstrate communication and organisational skills and an analytical and clear approach to problem solving.

Ideally you will have experience of SJC Job Evaluation processes as well as working with trade unions in a public sector or political environment.

You'll be a hybrid worker, working from home and also from our HQ in Larbert.

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Cross References and Citations:

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