

HORNIMAN MUSEUM

Human Resources Officer **Salary Range £22,847 - £25,225 per annum**

This is a true generalist role, providing the opportunity to be involved with all aspects of Human Resources. Reporting to the HR Manager, you will provide advice to line managers on recruitment and selection, attendance management, learning and development, employee relations and the interpretation of HR policies and procedures. The post holder will also have responsibility for all HR administration, management information and the preparation of the monthly payroll.

We are looking for a highly organised and numerate individual to fill this post. You will be part or fully CIPD qualified with relevant generalist experience. Essential to this post is the ability to communicate effectively and work within a small close knit team.

To access further information and an application pack, please visit our website at <http://www.horniman.ac.uk/more/vacancies.php>

The closing date for completed applications is 7th June 2010 at 12 noon

Interviews will be held on Monday 14th June 2010

The Trust is committed to equality of opportunity and welcomes applicants from all sections of the community.

Registered Charity in England and Wales No. 802725