



HR Manager / Deputy Town Clerk
37 hours per week
J12, SCP 40 – 44, £48,474 - £52,707 (pay award pending)

Our forward-thinking Town Council is seeking an HR Manager / Deputy Town Clerk to help shape our workforce and support our mission in enhancing the quality of life for our residents.

We are committed to innovation, sustainability, and community engagement. Our team works collaboratively to create a thriving environment for both staff and residents.

The individual will work alongside the Town Clerk and Senior Management Team in delivering administration functions and community initiatives. Responsible for developing and implementing HR policies, ensuring compliance with employment law and regulations are maintained.

Proven experience in HR management, strong communication and leadership qualities are essential as is the ability to foster a positive workplace culture.

The post holder will show flexibility in their workload and be committed to working outside core hours to meet the demands of the service.

If you are ready to contribute to a vibrant community and help shape our future, please complete an application form at: www.shrewsburytowncouncil.gov.uk

For an informal chat, please contact Helen Ball (helen.ball@shrewsburytowncouncil.gov.uk)

Closing Date for applications – midday Friday 1st November 2024
Interviews – Friday 8th November 2024