



**Job Title:** HR Officer  
**Responsible to:** HR Manager  
**Job Reference:** HRO 12/19  
**Salary Band:** circa £24k - £27k

**Main Purpose of the Job:**

You will be joining Galgorm Spa & Golf Resort at a significant time following the purchase of a second hotel property. This is an exciting opportunity offering unrivalled exposure in a diverse workplace with an outstanding reputation for staff development and customer service.

The HR Department is comprised of a core team of five passionate professionals who work collaboratively whilst assigned to key areas of responsibility. We're looking for someone with an innovative approach to staff development and engagement. If you're someone with a desire to place yourself at the very centre of change and are committed to creating and sustaining a progressive working environment where your efforts will be recognised, this could be the job for you!

In return, you will be supported by a strong leadership team who seek to continually improve and maximise the potential of staff by fostering a culture that encourages delegation, innovation, accountability and teamwork.

**Main Duties & Responsibilities:**

- Supporting the HR Assistant in all aspects of Recruitment & Selection
- Providing training, coaching and support to line managers on HR policies and procedures
- Participate on panels to support managers with employee relation issues, ensuring that best practice and legislation is adhered to
- Efficiently dealing with day to day HR queries and directing to the relevant resource or person when required; using initiative to resolve issues and elevate to HR Manager as required
- Provide administrative support to the HR team
- All other reasonable duties as requested.

**Are you up to this challenge? The successful candidate must:**

***Essential Criteria:***

- Be educated to degree level in a HR or business-related degree
- Have experience in participating on employee relation cases
- Have experience in Recruitment & Selection
- Have a minimum of 2 years HR generalist experience (at HR Officer level)
- Have experience of working within a fast-paced office environment
- Proficient in MS Office
- Excellent communicator with the ability to communicate and engage with all levels of management
- Excellent organisational skills
- Have Associate membership (or working towards) CIPD qualification



***Desirable Criteria:***

Preference will be given to those candidates who have:

- HR experience within the hospitality industry
- Experience of working within a multi-site environment.

**Why work for us? We offer:**

- Great opportunity to enhance your career with a prestigious 4-star Resort
- Upon passing a 6-month probation, you will be invited to enjoy an overnight stay in one of our luxurious bedrooms as well as friends and family rates on accommodation
- Discounts on many services offered by our Spa & Golf Resort
- Training and development opportunities
- In house and external training
- Attractive pay scale on offer

We reserve the right to enhance the criteria to aid shortlisting and, in the event, that we receive large numbers of applications only those that are shortlisted will be contacted.

Please be aware that by applying for this post you are consenting to Galgorm Spa & Golf Resort processing the information you have provided for the purposes of Recruitment and Selection for this role. Further details are available in our Job Applicants Privacy Policy available on request from our HR department.

Galgorm Spa & Golf Resort is an equal opportunities employer.

The closing date for applications will be Friday 13<sup>th</sup> December 2019 at 12pm.

To apply for this position, please send your CV to [HR@galgorm.com](mailto:HR@galgorm.com) ref; HRO 12/19.