



Ribble Valley  
Borough Council  
[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)



Excellent  
pension scheme



Training and  
development



Generous annual  
leave entitlement



Christmas  
leave



Flexible  
working hours



Annual  
pay review



Employee assistance  
programme



Family friendly  
policies

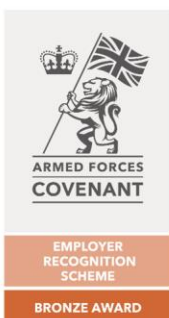


Staff discount at  
Ribblesdale Pool



**Guaranteed interview if all  
essential criteria are met.**

*We are an equal opportunity  
employer and applications are  
welcome from all minority groups.*



## HR Officer – Part time (job share) Council Offices - Clitheroe

**Reference:** RES259

**Pay:** SO2 (scp 29-32) £38,626 to £41,511 per annum  
(pro-rata)

**Hours:** 18.5 hours per week Wednesday PM, all day  
Thursday and Friday

Ribble Valley is fantastic place to both live and work!

We are seeking a part time HR Officer to deliver a responsive and professional HR service across the council.

You will be required to work with a variety of key stakeholders in different areas of HR activity, such as:

- Sickness absence (long and short term)
- Performance management
- Discipline and grievance
- Recruitment and selection
- Advising on terms and conditions of employment

The ideal candidate will be (minimum) CIPD level 5 qualified and have practical operational HR experience. There will be a requirement to communicate effectively, both verbally and in writing, use initiative to develop solutions and be able to demonstrate a flexible approach.

Join us to receive a host of benefits such as flexible working hours (flexitime scheme in operation), generous leave entitlement, occupational pension scheme and training/development opportunities.

**Closing date:** Sunday 29<sup>th</sup> June 2025

**Interview date:** Tuesday 8<sup>th</sup> July 2025

**To apply online:** [ribblevalley.gov.uk/jobs](http://ribblevalley.gov.uk/jobs)

**Other ways to apply:** For a paper application pack, send your contact details and vacancy reference number to [HR@ribblevalley.gov.uk](mailto:HR@ribblevalley.gov.uk) or call 01200 414596 (24-hour answerphone)

**Reasonable adjustments:** For any part of the recruitment process, please email us or provide further information on your application form.

**Right to close early:** We reserve the right to close job vacancies before the deadline, so please apply early to avoid disappointment.