

**Registered Charity SC006511**

**Tayside Council on Alcohol Vacancy**

**Post: ￼** HR Practitioner

**Salary** Starting salary is £15,943.20 per annum based on 21 hours per week. After 2 years’ service and satisfactory performance during that period, the salary will rise to £16,631.16 per annum. ￼

**Terms:** Permanent/21 hours a week

**Responsible to:** Mark Harris, Senior Service Manager/Depute CEO

**Place of Work:** TCA Dundee Office

**Ref No: ￼**4/25

**Brief Description of Duties:**

TCA is seeking to employ a part time Human Resources Practitioner to work within the Service Management team providing a wide range of services. This will include discipline, absence/performance management, recruitment and selection, management of a HR database and personnel files, policy research & development and advice and guidance on personnel issues. The successful candidate will have a working knowledge of employment law and experience in applying this in a workplace setting. Membership of, or working towards, membership of the Chartered Institute of Personnel and Development is desirable. A basic disclosure vetting check will be required for this post.

**Additional Information:** More information on the post can be obtained by contacting mark.harris@tca-dundee.com or by phoning 01382 456012

An application form and Job Description/Person Spec can be downloaded from the TCA website https://alcoholtayside.com/get-involved/#vacancies

Completed applications should be returned direct by e-mail/post/by hand to Mark Harris, Tayside Council on Alcohol, The Wishart, 50 Constable Street, Dundee DD4 6AD Telephone: 01382 456012, mark.harris@tca-dundee.com Registered Charity Number SC006511

**Please note closing date for receipt of applications is Friday 25 Apr 25**

**Applicants must note that Interviews for this post will be held on Friday 2 May 25**