



## FULL-TIME/PART-TIME HUMAN RESOURCES ADVISOR CAMBOURNE

CDT currently has a vacancy for a full-time or part-time temporary HR Advisor to work as part of a team providing a comprehensive HR service across the Company. In this generalist HR role, you will be responsible for supporting managers across a broad spectrum of HR related issues, including recruitment and selection, employee relations, policy development, compensation and benefits and organisation development.

Educated to degree level, ideally you should be a part qualified or qualified member of the Chartered Institute of Personnel & Development. With solid experience working in a generalist HR role within a research or technology environment, part of your role will include recruitment for which excellent interview skills are essential. A sound knowledge of UK employment law is a pre-requisite.

You will possess excellent IT skills, including Word and Excel and ideally have some experience of working with HR information systems. You must be able to offer excellent time management, prioritisation and organisational skills as well as the ability to deal with situations with tact and discretion. You must have the ability to work calmly and methodically in a busy team environment and be able to work under your own initiative.

The part-time role will require individuals to work Wednesday to Friday, 22.5 hours per week, however, we can offer flexibility around this for the right candidate. This position is offered on a 12 month contract initially, to cover maternity leave.

This is an outstanding opportunity to be part of a dynamic environment where your contribution will earn full recognition and reward. CDT offers a competitive salary and benefits package including 27 days holiday (prorata), private health and dental care, life assurance and pension scheme. Please apply with full CV to: The Human Resources Department, CDT Ltd, Building 2020, Cambourne Business Park, Cambridgeshire CB23 6DW. E-mail: [careers@cdtltd.co.uk](mailto:careers@cdtltd.co.uk). Please quote the reference 'HR Advisor' in the subject heading.

A full job description is available on request.

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