



Salisbury Medical Practice, Fisherton House, Fountain Way, Salisbury, Wiltshire,
SP2 7FD

HR LEAD

This is an exciting opportunity to join us at Salisbury Medical Practice as the HR Lead. We are looking for a motivated, committed, loyal and flexible person to join our well-established team. If you are a well organised person who thrives in a busy working environment where no two days are the same, we'd love to hear from you!

As the HR Lead; you will be responsible for all employment processes e.g. recruitment & onboarding, absence monitoring, general employee relations, staff development, staff wellbeing, payroll and pensions etc. in addition to the management of policies and procedures. The HR Lead will also provide advice, guidance, and support to Line Managers in the Practice on employee related issues.

The ideal candidate will have experience working as a HR professional. Ideally in a medical environment, however this is not essential. The candidate should be able to work well with staff at all levels in an organisation, work well under pressure and have excellent organisational and communication skills. Candidates should be proactive & self-motivated, calm & professional, and positive & approachable. We work in a fast-paced environment; therefore, the candidate must be a fast learner and confident and competent using IT software.

This is a permanent, part-time position working up to 25 hours per week across Monday to Friday. We offer 5 weeks annual leave (pro rata), a competitive salary, free onsite parking, and the chance to join or continue on in the NHS Pension Scheme. Applicants must be eligible to work in the UK and the deadline for receiving applications is Friday 31st July 2026. Interviews will be held week commencing 3rd August 2026.

Please send completed application forms to samantha.jordan1@nhs.net or post them into our Fisherton House site (address above). If you have any questions, please do not hesitate to contact us by email: samantha.jordan1@nhs.net.

We reserve the right to close this advert early if we are able to appoint to the vacancy before the advertised closed date.