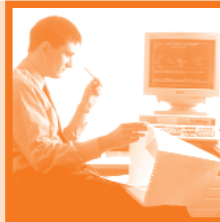


# profilehuman resourcesofficer

HR Officers make sure the right people are in the right jobs at the right time to meet the needs of the business. This is done through the recruitment of new staff or by developing the skills of existing employees.



“I’m very much a ‘people’ person but equally enjoy the business planning and legal aspects of the job and so working in Human Resources seemed the natural choice for me. People often contact us at a critical point in their career. You need to respect their feelings but also make sure you comply with employment law and company policy. It can be quite a complex role.”

**What does the job involve?**

You’ll be involved in recruitment, pay reviews, developing new policies and any other initiatives that affect AstraZeneca staff. If you specialise, you’ll probably concentrate on a particular area of Human Resources (HR) such as compensation and benefits, employment law or recruitment, etc.

**What kind of qualifications do I need?**

Most HR Officers are graduates. You can graduate in virtually any subject, however, business studies, psychology, law or accountancy are particularly useful. You’ll also need to have a friendly, approachable manner as you’ll be advising staff at all different levels. Once you’ve joined us, you’ll be expected to obtain a Chartered Institute of

Personnel and Development (CIPD) Diploma and then become a graduate member of the CIPD. You’ll then be expected to continue your personal development by reading professional journals such as People Management and attending relevant courses on, for example, employment law updates.

**What kind of career opportunities will I enjoy?**

If you’ve got the right skills and personality, you could climb the career ladder, becoming HR Manager, Senior HR Manager and finally HR Director. Alternatively, you might branch out into training and development and become a Trainer and then a Staff Development Manager.

**Where can I work?**

We employ HR staff at all our UK sites.

**Where can I find out more?**

**Check out our websites**  
[www.inspiringcareers.co.uk](http://www.inspiringcareers.co.uk)  
and [www.astrazeneca.co.uk](http://www.astrazeneca.co.uk)

**Other websites you might find useful are** [www.cipd.co.uk](http://www.cipd.co.uk)  
[www.personneltoday.co.uk](http://www.personneltoday.co.uk)  
and [www.abpi.org.uk](http://www.abpi.org.uk)