

HR Assistant/Coordinator

Job Ref 95

Job Description

We are looking for a highly organised and proactive person to join our team as HR Assistant. Fulfilling a key role in an exciting and inspiring mission, you will contribute to the company's success by helping us continue to recruit the best possible talent, supporting our onboarding process and being the first point of contact for all talent related matters.

Reporting to the COO, you will work closely with other team members in your day-to-day talent and recruitment-related tasks but will also be trusted to manage your own workload and time effectively.

Above all, you will join a welcoming team and will extend this welcome as you interact with a wide variety of people.

Responsibilities will include:

Depending on your skills and availability, this job can be part time or full time and will include part or all of the following aspects

- Being the first point of contact for HR queries and support
- Supporting recruitment
 - Publishing job ads
 - Anonymisation and first screening of CVs
 - First point of contact for candidate's queries
 - Arranging interviews
 - Drafting and sending job offers and contracts
- Taking responsibility for the onboarding process
- Ensuring the HR System is accurately maintained
- Advising on policies and procedures
- Keeping up to date with employment law
- Supporting the COO with all areas of HR
- Deal with visa sponsorships

Essential

- Demonstrable experience of working within an environment where confidentiality is critical
- Excellent communication and interpersonal skills
- Knowledge of HR practices
- Proficiency with Microsoft applications
- Ability to work efficiently in a busy role whilst maintaining excellent attention to detail
- Eligibility to work in the UK

Desirable

- CIPD Level 3-5 or HR Management Degree

- Knowledge of visa sponsorship processes
- Experience in using HR management tools. You will be trained on the specific tool used at First Light Fusion

Benefits

- Very competitive salary
- 25 days annual leave (increasing to 28 with time in service) + bank holidays
- 8% employer pension contribution without matching requirements
- Relocation support
- Flexible working
- Generous share options scheme
- Free lunch and soft drinks
- Enhanced maternal / paternal leave
- Enhanced sick leave

Additional information

How to apply

Please send your application and CV to careers@firstlightfusion.com quoting the job title in the subject. If you don't hear back from us within four weeks, it means that unfortunately your application was unsuccessful at this time.

Informal enquiries may also be addressed to careers@firstlightfusion.com.

The interview process

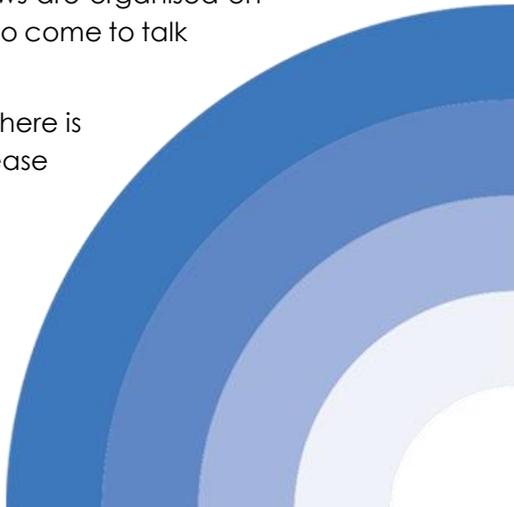
We typically carry out two separate interviews, each one about sixty to ninety minutes long. The first one aims to understand how your skills match what is required for the job and the discussion will be focused on your areas of expertise. If successful, you will be invited to the second interview, which is more focused on your personal skills, and how your objectives align with the company mission and values. We try to understand the value you will add to First Light, and how you can thrive and be happy with us. There will be opportunity to ask us as many questions as you like.

If you are invited to the second interview, it's probably time to warm up two of your referees, as we may ask you to put us in touch with them. If you are the successful candidate, we will send you an offer letter and, once agreed, a contract.

If you are invited to an interview, we will certainly get back to you to let you know the outcome.

To help with logistics issues, we can arrange so that the two interviews are organised on the same day. We will also reimburse reasonable expenses you incur to come to talk to us.

We don't have a dress code at First Light and regardless of seniority there is a good mix of t-shirts, trainers, shirts and blazers. For your interview, please dress in whatever makes you feel most confident and comfortable.



[Our commitment to equality, diversity and inclusion](#)

We are a small company with a huge mission. The only important aspect for the team, and for each individual, is the contribution they can make. Our selection process and requirements for career progression disregard gender, gender identity, race, disability, colour, religion, and all other aspects of diversity that make us all humans. Diverse teams have been proven to be better and we strongly believe it. We're not perfect but we strive to be.

[Information for recruiters](#)

We work with a trusted network of recruiters, therefore CVs sent by other recruitment agencies will not be considered. In the event that the company receives a CV from both the direct applicant and a recruitment agency, the CV will be treated as a direct application by the individual only. Unsolicited contact from recruitment agencies will be disregarded.

First Light Fusion

We are a lean, focused and agile company researching energy generation by inertial confinement fusion. We spun out from the University of Oxford in June 2011 and are based near Oxford. First Light continues to work closely with the academic community, both in the UK and internationally. The company is well-funded by both institutional investors and private individuals.

Inertial confinement fusion for energy generation is a well-established research field and is being pursued in many laboratories worldwide, perhaps most notably in the US at the National Ignition Facility. We are exploring a number of alternative research directions that harness the same fundamental physics, with the prime focus being power generation. Our work to-date has included theoretical analysis, detailed numerical simulation, and experimental validation. We have an increasingly clear vision of the pathway to a power plant.

We really believe fusion will be solved in the 2020s. If it's solved by us, fantastic, if it's solved by someone else, still great.

