



first light

# Part-time HR Administrator (25 hrs per week) Job Ref 167

## First Light Fusion

We are First Light Fusion, the UK's inertial fusion company.

Our mission is to work with the world's leading fusion companies to accelerate the commercialisation of fusion energy - the last clean energy source the world needs.

We do this by radically reducing the complexity and power demands of tomorrow's fusion power plants using our unique amplifier technology and sophisticated simulation capabilities. Developed through our pioneering work in inertial fusion, they now can transform the feasibility of a range of fusion technologies. Together, we are working to bring the dawn of the age of fusion power far closer to today.

## Job Description

### Role Purpose

Provide administrative support to the HR department, managing employee data, coordinating recruitment and hiring, supporting learning and development initiatives and supporting employees with HR-related queries, while also ensuring compliance with company policies and legal requirements.

### Accountabilities and deliverables

#### **Employee Data Management:**

- Organize and maintain accurate and up-to-date employee data, including personal information, employment contracts, and performance data.
- Update internal HR databases and systems with relevant employee information.
- Ensure compliance with data privacy and security regulations.

#### **Recruitment and Hiring Support:**

- Assist with the recruitment process, including drafting job descriptions, posting job ads, screening CVs, and coordinating interviews.
- Manage the onboarding process for new hires, ensuring they have the necessary documentation and information.

First Light Fusion Limited

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[www.firstlightfusion.com](http://www.firstlightfusion.com)



**HR Policy and Procedure Support:**

- Review, revise, and update company policies and procedures.
- Provide guidance and support to employees and managers on HR-related matters.

**Reporting and Analytics:**

- Collect, analyze, and report on HR metrics, such as turnover rates and employee engagement.
- Prepare reports and presentations as required.

**Employee Relations:**

- Serve as a point of contact for employees with HR-related questions and concerns.
- Assist with employee relations issues, such as managing absences and resolving conflicts.

**Compliance:**

- Stay current with relevant employment laws and regulations.
- Maintain accurate records and documentation to demonstrate compliance.

**Learning and Development:**

- Assist with arranging and delivery of training and development activities.
- Prepare reports to demonstrate return on investment for development initiatives.

Essential

- Excellent interpersonal and communications skills
- Strong organizational skills
- Excellent attention to detail and accuracy
- High level of confidentiality, diplomacy and tact
- Proactive and ability to work independently
- Proficient in Microsoft packages (Word, Excel, PowerPoint)

Desirable

- Knowledge of UK Employment Law
- Experience of using HRIS systems

**Package**

- Competitive salary
- 15.5 days annual leave + bank holidays
- 25 hours per week (0.6 FTE)
- Office based in Oxford
- Free lunch, snacks and soft drinks
- Cycle to work scheme
- Electric vehicle scheme
- Health and wellbeing scheme
- 8% employer pension contribution without matching requirements

