



## People / HR Assistant

Based in Edinburgh

### The Opportunity

We are looking for a **People / HR Assistant** to join our Edinburgh based **People** team, working alongside, and providing administrative support to our Head of People. You will be involved with the day-to-day delivery of professional and effective People support within a supportive and rewarding work environment.

#### This is a great opportunity to:

- Develop a wide range of generalist HR skills
- Work in a stimulating, supportive, and inclusive environment.
- Take growing levels of responsibility as Delta-EE grows

### Your role will involve

#### Recruitment Lifecycle

- Managing and executing the HR recruitment administration lifecycle
- Supporting in the administration and management of our Sponsorship license and visa sponsorships process

#### Onboarding and Offboarding

- Providing support with preparing all employment contracts and paperwork
- Assisting with the onboarding process – be the point of contact, screening, documentation
- Coordinating and administering the induction and probation process
- Ensuring leavers are offboarded in a timely manner by effectively managing the leaver process

#### Policies & Procedures

- Assisting in the development and implementation of HR policies and guidance, ensuring they are kept up-to-date and in line with current legislation in the UK and France
- Keeping up to date with current UK and France employment law and legislation

#### Learning & Development

- Supporting the coordination of learning and development activities, training, and feedback sessions across the team

#### General

- Supporting and assisting the Head of People on HR and People related projects
- Becoming a key player in the Delta-EE Wellbeing, and D&I groups

# DELTA-EE

- Being responsible for the administration and management of our PeopleHR system; ensuring employee records are kept up to date and accurate
- Managing the careers inbox and people inbox ensuring that all queries are resolved in a timely manner
- Assisting with monthly payroll administration
- Acting as the main point of contact for our employee benefits, ensuring information is accurate and up to date
- Assisting our Head of Finance with People related finance projects / ad-hoc finance assistance

## What we are looking for

If you have the right skills for the job, we want to hear from you. We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief, or race.

### You will be able to demonstrate:

- Experience of working within an administration / HR administrator role
- CIPD qualified or part-qualified (desirable)
- Excellent communication and interpersonal skills
- People focussed and aligned with our company values
- High level of attention to detail, excellent administrative and organisational skills
- Proactive, focused and highly motivated - working quickly to deadlines
- Ability to think quick on your feet and work autonomously
- Adaptability and flexibility
- Proficiency in Microsoft office suite
- Fluency in French would be advantageous (but not essential)

## About Delta-EE – Experts in New Energy

Delta-EE is Europe's leading research and consulting company helping organisations develop the right strategies, business models and customer propositions for the energy transition. The depth and breadth of our expertise in the energy transition space makes Delta-EE unique and our mission is to help our clients successfully navigate the change from 'old energy' to 'new energy'. We provide bespoke consultancy and subscription research services which answer critical questions that impact our clients' businesses and allow clients to access in-depth research in a specific knowledge area.

As a team, we always work in line with our company values. We are a *Happy and Motivated Team*, who focus on *Doing the right thing* and *Fulfilling our potential*. Creating a great company culture and being a place that people love to work in is very important to us; we are a collaborative, inclusive and friendly team. To find out more about what we do, our mission and values please visit <https://www.delta-ee.com/about-us>



## Our values

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## What we offer

- Flexible and family friendly working arrangements
- A focus on learning & development opportunities
- Rewarding salary based on experience and qualifications
- 33 days annual leave (including public holidays) increasing with time served
- Contributory pension scheme
- Profit-related bonus scheme
- Employee benefits scheme: life insurance, critical illness, income protection cover
- Opportunity to benefit in time from the company's employee share scheme
- Employee Assistance Programme
- CSR days – paid volunteering days
- Team social events

## Application

If you wish to apply, please do so as soon as possible by submitting your CV and a **short covering letter** (less than 250 words) via our careers page: [www.delta-ee.com/careers](http://www.delta-ee.com/careers)