

Human Resources Assistant

Moray East is a joint venture project backed by Energias de Portugal Renewables, Engie, Diamond Generating Europe and China Three Gorges, working to construct one of the largest offshore windfarms in the world, which will be built in the Moray Firth off the coast of Northern Scotland. When complete the windfarm will comprise 100 wind turbines, together generating 950 MW of electricity output.

The role of the Human Resources Assistant will be to support the Project Human Resources Manager in the day-to-day administration and management of the Human Resources function within Moray East and assist Line Managers within the project with the personnel administration of their teams.

Main Accountabilities

- Processing new starters and leavers on Project systems, liaising with Project Managers and external HR staff where necessary in the maintenance of staff files.
- Monitor probationary periods ensuring review meetings are held and necessary confirmations/actions issued on time.
- Administrating ongoing recruitment processes ensuring that all incoming applications are acknowledged. Issuing feedback to unsuccessful candidates and keeping candidates up-to-date on application progress.
- Assist in the review and shortlist of received applications in line with recruitment brief/job description.
- Track all applicants from initial contact to job offer, to ensure a seamless end-to-end process.
- Facilitating interviews times/venues etc. in line with project staff/candidate availability, liaising with external agencies where necessary.
- Support Line Managers to host interview meetings in the absence of the HR Manager.
- Facilitate the new starter onboarding process for all joiners to the project ensuring a positive induction experience.
- Administrate employment contract/contractor agreement review/end dates to ensure that contracts/agreements are renewed/terminated within time limits, issuing necessary confirmations.
- Ensure that all HR documentation (contracts, handbook, policies, procedures, forms) are uploaded, updated and maintained within the Viewpoint record keeping system and that necessary approval workflows are actioned.
- Assist Line Managers and staff with basic HR related queries, referring complex issues to the HR Manager.
- Assist the HR Manager in the roll-out of large scale HR Projects (e.g. IT systems, appraisal processes etc.)
- Facilitate the organisation of Team Building events for project staff throughout the year.
- Facilitate regular staff meetings for Project Staff as and when required.
- Issue regular updates to the project on recruitment, news and developments.
- Assist in managing the project LinkedIn account for recruitment purposes and raising the online profile of the Moray East brand.
- Assist with the promotion of the moray east project at university/college careers fairs for intern/graduate recruitment, identifying opportunities to engage with education establishments local to the project's work.
- Assist in facilitating STEM events in line with the project supply chain plan and project commitments to foster the development of skills within/out-with the project.
- Support the execution of the project annual training plan and calendar.
- Support the administration of the annual appraisal and performance review process for Moray East employees.

MORAY EAST OFFSHORE WINDFARM

- Monitor and record staff absence (sickness, holidays etc.)
- Accurately monitor contractor days worked for calculation of retention bonuses.
- Assist the HR Manager in the compilation of employee statistics/metrics and management information.
- Act as minute/note taker at project meetings (e.g. HR Committee/Skills Committee/Hearings)
- Any other ad-hoc tasks as assigned from time to time.

Experience & Knowledge Required:

- A degree in Human Resource Management or other Business-related subject.
- Membership of (or working towards) the Chartered Institute of Personnel & Development (CIPD).
- Previous experience of working at HR Assistant level in an office environment in a project setting.
- A good level of knowledge around current trends in HR management and best practice.
- Entry level knowledge/understanding of employment law and its implications in the workplace.
- Possesses effective organisation skills and accuracy/attention to detail.
- Ability to build effective working relationships with stakeholders at all levels through verbal and written communication.
- Ability to act with sensitivity and discretion, respecting confidentiality at all times.
- Ability to work within deadlines, balancing a busy and diverse work load with competing priorities.
- Willingness to learn, challenge and propose new ideas and ways of working.
- Friendly, approachable character.

Moray East is a very dynamic and exciting project to work in, with a truly multi-national and multicultural team of people at its core. The scope of work is fast paced, varied and challenging and involves working alongside and interacting with a wide variety of investors, clients and stakeholders.

The project is able to offer a competitive salary and bonus package as well as an array of other benefits and allowances and on top of this, the opportunity to work in the Offshore Renewable Energy Industry.

The standard office hours are 40 hours per week from 8:30am until 5:30pm over the course of Monday to Friday. The project office is located in Morrison Street, in Edinburgh City Centre.

For further information, or to apply with an up-to-date CV and covering letter, outlining your motivations and relevant experience to date, please email recruitment@morayeast.com