

## Office and HR Manager: Gravitricity Ltd, Edinburgh

---

Gravitricity is a growing start-up developing novel underground energy storage. Our mission is to accelerate the global transition to 100% renewable energy. We do this by developing new ways to store energy, both as electricity but also as hydrogen and heat.

We are a team of 13 full time staff, including engineers, project developers and commercial strategists. We are now looking for a part time office manager who will also help out with recruitment and HR. We're based in Leith.

### Job Brief

Gravitricity needs help with office, HR and other operational matters. This is the first time we've recruited someone to work exclusively on operations, so you will be your own boss and report directly to the Managing Director.

You must be an organised and friendly person, with a sense of what Gravitricity is all about and a belief in the engineering work we do.

You will be working mainly with Managing Director Charlie Blair, Engineering Programme Manager Frances Tierney and Director of Finance Niall Moffat, as well as the rest of the team from time to time.

The role is for two days per week, though this could increase for the right person. Initially it will include the following:

### Office

We're coming back into the office and need help with:

- Setting up and managing contracts for utilities and cleaners
- Making sure office equipment is in working order and that stationary and paper are always available.
- Finding, contracting and fitting out a new office as the team grows

### Team

Recruitment has always been difficult for us – not for lack of applicants, but because the administration always comes just as we are tightest on resource. We need someone to take as much of the strain as possible.

This will involve

- drafting job descriptions
- managing advertisers and, if we decide to use them, recruitment consultants
- sifting applications, with the engineering/commercial team, and managing the interview process
- Interviewing, particularly around non-technical matters and team-fit

Other HR activities might include



- agreeing and implementing HR policies
- Discussing personal development and mental health with team members

### Other

Depending on your skills and experience, you may get involved in:

- Book keeping
- Board Meeting support

## Skills and Experience

- Minimum 5 years experience in an office environment.
- Steady, unflustered personality. (We're an innovative engineering start-up and sometimes need someone to balance out our enthusiasms.)
- Experience with HR processes definitely an advantage
- Must be based in or near Edinburgh (may or may not come into the office regularly - we are slowly moving back to office working, but everyone can work from home some of the time)

## Benefits

- Chance to make a significant impact within a small and dynamic company developing a technology vital for the global energy transition.
- Competitive salary dependent on experience (probably between £27,000 and £32,000 pro rata).
- Flexibility – 2 days could be 2 full days per week or 4 mornings, etc.
- 6% employer pension contribution.
- EMI options scheme.

## Application

We are a small company, actively building a diverse and passionate team, and encourage anybody with enthusiasm and know-how to apply, irrespective of your background.

To apply please send a CV and a cover letter, explaining why you would be motivated to work with us to [recruitment@gravitricity.com](mailto:recruitment@gravitricity.com) for the attention of Charlie Blair. Please explain in the letter what you would be doing for the other 3 days per week.