

## Human Resources Manager

Oxford Space Systems (OSS) is a multi award-winning space technology business developing novel deployable spacecraft antennas and structures that are lighter, less complex and lower cost than those in current commercial demand.

Our vision is to become a recognised, leading supplier of highly competitive deployables for the global satellite industry. By working with leading academic & commercial collaborators, we're developing genuinely innovative scalable solutions for the world's leading satellite builders.

Based at the Harwell Space Cluster, Oxfordshire, UK, OSS enjoys access to the world-class facilities & expertise of RAL Space, together with support from the UK Space Agency, ESA, Innovate UK and the Satellite Applications Catapult.

With a headcount now approaching 50, and growing, OSS is now seeking an HR Manager who will play a key role in the successful growth of our organisation. We have built a team of talented professionals who have a diverse range of backgrounds and approaches to their work. Getting our people to perform at their best, and being able to balance individual talents with organisational goals, are critical success factors for OSS.

### Responsibilities

The primary responsibilities of this role will be:

1. Support Line Managers with leading and developing their teams – for example, by
  - a. Development and application of appropriate HR policies
  - b. helping line managers develop their own management capabilities,
  - c. supporting appropriate opportunities for learning and development for all employees
2. Provide a channel for employee feedback on company performance and culture
3. Work with the CEO and Leadership Team to evolve OSS' culture and values
4. Act as adviser and coach to the CEO and Leadership Team on HR matters
5. Assure OSS has appropriate learning and development opportunities in place to make the most of our employee's talent
6. Support Line Managers with recruitment, exits, and promotions
7. Assure OSS complies with appropriate laws and best practices relating to HR
8. Oversee fair and affordable pay progression, along with benefits and employee wellbeing

## Experience, Skills and Personal Profile

We are looking for someone who:

- can demonstrate a strong track-record of effective HR management in a growing organisation
- shares our passion for getting our work done properly, professionally, with pride, and in a more innovative manner than our competitors
- can work flexibly with us as we continue through a phase of turbulent growth

## Time Commitment

This is a new position, and OSS is operating in an evolving market. We currently estimate that this role would be for 10 hours per week initially. Our aspiration would be that the HR Manager would work on site one day (or two half days) per week and would have some availability to deal with more urgent issues by phone or e-mail when not on site.

If you are interested in working with Oxford Space Systems at this exciting point in the OSS story please email CV and covering letter to [jobs@oxford.space](mailto:jobs@oxford.space) with the title of the position you're applying for in the Subject line of the email.

Please note that only suitable candidates will be contacted.