



**Role:** HR Generalist – 3 day week  
**Location:** Dublin, Ireland with remote working option  
**Salary:** Dependant on Experience

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Join Ireland's leading solar power company as we scale our business to €100m and beyond. [UrbanVolt](#) are the award-winning pioneers behind Solar as a Service; the clean energy choice for businesses across the UK & Ireland.

Solar as a Service delivers immediate results without requiring any significant upfront investment, enabling businesses to save money, lower emissions and reduce consumption. Our mission is to be your clean energy partner, helping you transition to a sustainable future. As a Certified [B Corp](#), UrbanVolt meets the highest standards of verified social and environmental performance, public transparency, and legal accountability. The Company completed its Series B in July 2023 from a market leading green-tech private equity investor. This investment will provide the necessary funds for the company's growth and expansion into international markets, with a primary focus on the UK.

We are currently looking for a **HR Generalist** to establish the HR function at UrbanVolt. This is a new part-time (3 days per week) role and has developed due to continued successful expansion of the Company. The HR Generalist will be responsible for introducing new structures and processes, employee engagement, employee development and all HR management. We need someone who has broad experience of HR and is willing, able and enthusiastic to be a first time HR professional at Urbanvolt. Reporting to the CFO you will be a member of our management team and will be responsible for all aspects of our HR and People employee lifecycle. You will ensure we have the best talent available to realise international growth opportunities in the UK by thinking strategically, translating the growth strategy into a fully costed recruitment plan (working alongside the CFO). You will also be required to keep up-to-date with any health and safety, HR and Employment Law updates and be responsible for, maintaining, updating and formulating these Company policies and procedures.

This role provides the option of time in the office but will primarily be a self-managed role with significant remote working flexibility afforded. Working for a dynamic, fast growth, pioneering business, particularly as the first HR hire you will have the opportunity to gain regular exposure across the whole business. An ability to work on your own initiative is key, however cultural fit and attitude are paramount.

**What we offer:**

- A fantastic opportunity to join Ireland's most exciting clean energy growth business
- The chance to make a material difference in the fight against climate change
- Significant flexibility in working hours and location
- Competitive salary
- Unlimited annual leave policy
- Study leave / parental leave
- Contemporary work/life balance policies
- Chance to work in a dynamic fun environment

- Health insurance & company administered, non-contributory PRSA
- Various corporate and employee discounts

**What we are looking for:**

- Degree in Human Resources, Business Management, or related area required.
- 4 - 5 years extensive experience in HR required.
- Strong ability to create, lead and apply organisational processes
- Strong communication, decision making and relationship building skills
- Has ability to understand the critical interplay between HR and the business and the human resource' implications due to business decisions taken
- Has a high level of emotional resilience in dealing within a fast-paced environment.
- Communications Skills Demonstrating an ability to effectively communicate with impact and influence at all levels. Has the ability to have direct and constructive conversations; the ability to make and execute tough decisions.

**Role Specifics:**

- Be a key member of the management team supporting our employees and managers.
- Act as a partner to all stakeholders by providing guidance and direction on all HR related issues
- Track all leavers and new hires, ensuring that appropriate paperwork is processed and systems updated
- Deal with individual employee queries/problems as and when they arise

**Employee Relations**

- Act as a consultant for managers on employee-related issues ranging from compensation to performance management.
- Manage and resolve all employee issues associated with other human resources disciplines including compensation, benefits, and training and development.
- Engage with key stakeholders and third parties as appropriate (internal and external)

**Talent Management**

- Assist in the drive, attraction, retention & professional growth of a deep pool of diverse, talented employees
- Ensure key initiatives are deployed to support employee retention
- Assist in the creation/execution of leadership development and succession planning activities

**Reward**

- Assist in the deployment of recognition and reward principles explicitly linked to performance
- Continuously educate the business about the what and how of Reward to optimise available resources to drive valued behaviour