



HR – Learning and Development Associate

September 2021

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DIF Capital Partners

DIF Capital Partners (“DIF”) is a leading global private markets fund manager headquartered in Schiphol, the Netherlands. DIF has EUR 9.0 billion assets under management, which it manages on behalf of institutional investors from across the globe. These funds are invested in high-quality infrastructure projects and businesses including public private partnerships, (renewable) energy, utilities, telecom and transportation assets in Europe, the Americas and Australasia. In addition, DIF is in the process of raising credit funds targeting infrastructure debt and private debt. DIF aims to further grow its assets under management across multiple alternative products.

Team profile

The DIF team across 10 offices worldwide consists of over 160 professionals working on a variety of disciplines, mainly fundraising, origination / investments, finance / accounting / reporting, and asset management. DIF’s Amsterdam office has over 60 employees and is located in the World Trade Center (WTC) at Schiphol whereas the other offices are located in Frankfurt, London, Luxembourg, Madrid, New York, Paris, Santiago de Chile, Sydney, and Toronto.

Please visit our website www.dif.eu to read about our history, investments and culture.

The global HR team was formed just 3 years ago, when we still consisted of around 85 professionals worldwide. The DIF global team has grown rapidly and now has over 160 employees across the globe. The HR team is based at Schiphol and consists of five individuals; an HR partner (part time), an HR Manager (Head of the HR team), an L&D Manager, an HR Analytics Specialist and an HR Associate.

Job description

Due to our rapid growth we are looking to expand the HR team in the Netherlands with a Learning & Development Associate to assist in further building the L&D team.

Role description

We are looking for someone with 3-6 years of HR/specific Learning & Development experience. As the Learning & Development function is currently being set up and established, this is an exciting time to join the team! We are currently building the curriculum and sourcing a supplier for a Learning Management System, that then needs to be implemented in 2022.

In this role, you will:

- Assist with developing and building the DIF Academy;
- Assist with implementing a Learning Management System (LMS);
- Making sure the future LMS will be set up smoothly and the course information in it is correct;
- Be responsible for learning administration;
- Be responsible for all processes related to trainings (invitations, venues, training material, timelines, etc.)
- Act as a point of contact (both internally and externally) in case of any questions regarding the L&D offerings, either technical trainings, interpersonal skills and leadership or more general topics;
- Evaluate trainings and report on feedback/possible improvements of learning offerings;
- Work closely with the L&D Director and the rest of the HR team to make sure we deliver on our commitments to the organization;
- Assist in further improving the induction programme;
- Detect potential improvements/learning needs/follow-up trainings and discuss with the team.

In the role of L&D Associate, you will report to the L&D Manager and work closely together with the rest of the HR team.

In addition to the Learning and Development role, you will support in other HR activities related to the employee lifecycle. Recruitment, Onboarding, Compensation & Benefits, People Development, Training, Employee Engagement, HR Policies and offboarding are subjects you're familiar with.

Qualifications

Characteristics DIF is looking for

- Self-starter with a flexible attitude, strong organizational skills;
- Being able to express yourself fluently in English both in speaking and in writing;
- Team player, someone able to connect effectively with others and collaborate with different nationalities;
- Being capable of assuming responsibility in small teams.

Your experience and skills

- Learning Management System (implementation) experience would be recommended;
- 3-6 years of Learning & Development experience in a high performing environment;
- Master's or relevant Bachelor's degree;
- Familiarity with (HR) systems and filling them in the most efficient way;
- Strong communication skills;
- A strong organizer.

What makes DIF a highly desired place to work

- Excellent team: Working with and learning from high performing people is the best way to enhance your own learning curve. DIF has an open, no-nonsense office culture with an eye for people, where people work hard and take ownership;
- Inclusive work environment: At DIF we have a diverse, inclusive and inspiring working environment for all employees. We work hard to create a fulfilling working environment enabling personal fulfilment and development. We encourage an inclusive culture where people can be themselves, are valued for their strengths and are empowered to be the best they can be. As a global organisation with an increasingly mobile and flexible workforce, we also support different ways of working offering flexible working arrangements;
- Strong track record: DIF continues to raise large funds on a regular basis (every 2-3 years). Investors have been convinced of DIF's track record of making excellent investments enabling a high and sustainable rate of return;
- Remuneration: To attract the best talent DIF offers an attractive remuneration package consisting of a competitive annual salary and performance incentive.

Interested?

This search has been outsourced to HR Appointments. E-mail your application accompanied by a cover letter to wouter@hrappointments.nl. If you wish to know more about the opportunity before applying, please feel free to contact Wouter van Hoeckel, +31655308322 or wouter@hrappointments.nl.

Ability tests and a background check will be part of our selection procedure.