



POWERING YOUR CAREER

**Analyst - People
Role Profile**

Analyst - People

Location: Shiremoor or Castleford

Directorate: People and Change

Job Ref No: R5508

Do you want to help power your career and be part of an evolving energy industry?

An exciting opportunity has arisen for an enthusiastic Analyst to join our team.

The energy industry is advancing with investment in smart technology innovation and Northern Powergrid, as the company responsible for powering everyday life for 8 million customers across 3.9 million homes and businesses in the North East, Yorkshire and northern Lincolnshire, is at the forefront of delivering a power network that meets the region's needs now and in the future.

Our vision is to be the best energy company in serving our customers, whilst delivering a sustainable energy solution. We are looking for someone who is passionate about communications and can help share our story as we deliver our plans to invest in our network, support net zero and create a greener energy future. You will be responsible for managing the effective co-ordination and quality assurance of People Services reports, in addition to the wider business for people related data. You will be seeking and delivering opportunities for process efficiencies, through automation, of People Services process to provide smarter solutions and improved customer service.

Along with a competitive salary of between £23,233 - £25,685 we also offer great benefits such as;

- Enrolment into our pension scheme
- 25 days holiday
- Agile working policy

We're excited to hear from candidates with a passion for our company and the energy industry and a desire to succeed. [Apply now](#) and we'll be in touch.

Key Responsibilities

The successful candidate will be accountable for:

- Production / development of new and routine reports, in accordance and agreement of customer specifications. This relates to wider business community in addition to People Services and the People Team
- Support and maintain the existing suite of reports and business process improvements, to provide continuity and deliver enhancements in the future
- Support analysis and interpretation of People related data
- Work within a closely managed reporting cycle, ensuring both internal and external reporting requirements (including the production of BHE headcount reporting) is achieved
- Collation and validation of weekly / monthly reports in addition to supporting metric submissions to an accurate standard and on time
- Seek out and deliver process improvements, through automation, for existing and new People Service business processes;
- Supporting the wider People Services team, as and when required, with general administration tasks and activities

Key Competencies

- Ability to analyse data and present conclusions to meet customer specification
- Excellent presentation and written skills
- Sound verbal communicator at all levels, including senior management
- Excellent organisational skills to ensure tight deadlines are delivered when required
- High attention to detail
- Unquestionable integrity and confidentiality
- Sound communicator

Qualifications and Attributes

Essential Qualifications and Experience

- Minimum of 2 A Levels C or above or NVQ Level 3 or ONC in Business Management or two year's relevant experience
- Microsoft Excel (Advanced)
- Microsoft Word
- Strong proven analytical skills

Desirable Qualifications and Experience

- Knowledge and experience in production of performance metrics (including people data eg headcount reporting)
- Previous experience of using standard reporting tools
- Experience in writing and compiling SQL queries would be an advantage

[Click here to apply today](#)

Visit northernpowergrid.com/careers to find out more about this and other career opportunities.

Posted: 23 November

Closing date for applications: 6 December

Interviews will take place on Wednesday 14 December