



# **POWERING YOUR CAREER**

**People Advisor  
Role Profile**

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

An exciting opportunity has arisen for an enthusiastic People Advisor 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 provide customer focussed, comprehensive and pragmatic advice and support to key stakeholders on all People related matters including resourcing and recruitment, employee relations, succession planning, identifying development needs within a dedicated directorate; utilising knowledge of relevant policies and procedures, terms and conditions of employment and employment legislation.

Along with a competitive salary of up to £37,000 we also offer great benefits such as;

- Enrolment into our pension scheme
- 25 days holiday
- Bonus of up to 10%
- 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:

- Provide a customer centric People advisory service for an agreed directorate(s) across all generalist activities complying with legislation and internal policies/guidance including and not limited to: resourcing, recruitment and selection, performance management, absence management and employee wellbeing, terms and conditions of service, discipline and grievance, organisational change and learning and development.
- Respond effectively to customer enquiries; provide guidance and support, manage escalated challenges/queries with resolution in accordance with policies, procedures and processes.
- Coach and guide People managers to effectively manage employee relations issues including sickness absence (short term and long term), performance management, discipline and grievance.
- Support the performance management within the directorate, specifically provide 1-1 coaching/guidance for managers to identify and develop talent or poor performance and guide/support development/performance improvement plans for the identified employees complying with relevant policies and best practice.

- Advise line managers on resourcing including structure changes, recruitment and selection processes.
- Provide input to and support the implementation of directorate specific projects, change management programmes and working groups as and when required.
- Provide timely and accurate input to ad hoc managed environment requirements e.g. management reports (weekly, monthly) and use People metrics to identify people related issues for specific business area to facilitate management of these issues to support continuous improvement.
- Develop and maintain collaborative and productive working relationships with assigned directorate, partners, colleagues and trade union representatives, establishing professional credibility and respect and to facilitate a partnership approach.
- Work in close partnership with People Services in accordance with the agreed service level agreements to deliver a great customer experience.
- Provide first line of support to People Business Partner.
- Maintain personal and professional development in order to both meet the changing demands of the role and if appropriate to prepare in readiness for the next role, participating in appropriate training activities and encouraging and supporting others in their development and training.

**Key Competencies**

- Ability to build relationships and influence across different levels of seniority and specialisms
- Strong organisational skills and ability to react to changing demands and priorities
- Strong IT skills – well versed in Microsoft packages inc. excel, word, PowerPoint
- Timely delivery of work to tight deadlines with competing priorities
- Well-motivated self-starter

**Qualifications and Attributes****Essential Qualifications and Experience**

- CIPD qualified
- Full clean driving license
- Significant generalist experience in a large, complex organisation advisory/ business partner role
- Experience of partnering an organisation/business area and working closely up to director level to provide input and support implementation of people plans
- Experience implementing change within an organisation
- High level competency with Microsoft IT packages

**Desirable Qualifications and Experience**

- Degree qualified in a relevant subject e.g. Human Resources / Business.
- Experience of working in a trade union recognised environment
- Experience of providing generalist support in a blue collar industry,

People Advisor

Location: North East or Yorkshire

Directorate: People and Change

Job Ref No: R5507

[Click here to apply today](#)

Visit [northernpowergrid.com/careers](https://www.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**

*Applicants are considered on the basis of their suitability for the post irrespective of sex, marital status, sexual orientation, gender re-assignment, race, age or disability, in accordance with the Equality Act 2010.*