



POWERING YOUR CAREER

**Lead People Advisor
Role Profile**

Lead People Advisor

Location: North East or Yorkshire

Directorate: People and Change

Job Ref No: R5506

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

An exciting opportunity has arisen for an enthusiastic Lead 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 act as a first among equals within the People Advisor group with defined responsibility for coordinating and sharing best practice as observed across the Advisor group ensuring consistent application across all directorates. Support the leadership of the People Advisory group to excel in customer service and to act as first point of contact for escalated query resolution.

Along with a competitive salary of up to £42,000 we also offer great benefits such as;

- Enrolment into our pension scheme
- 25 days holiday
- Annual 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:

- Supporting the leadership of a team of People Advisors in the provision of a dedicated service to identified directorate(s) in areas such as recruitment, performance management, absence management and employee wellbeing, terms and conditions of service, discipline and grievance, organisational change and learning and development alongside leading an agreed client patch too.
- Initial review and consolidation of People Advisor inputs to management reports i.e. weekly report / monthly goal report providing feedback as appropriate to Advisors to ensure accuracy of data and timely submission to the People Operations Manager
- Develop and maintain collaborative and productive working relationships with directorates, partners, colleagues and trade union representatives, establishing professional credibility.
- Support the People Advisor group and business through the development and implementation of new policies/processes and continuous improvement, ensuring that best practice is shared across the directorates and trade union forums engaged and appropriate colleague consultation and management training where required.
- Lead on escalated people case management up to and including Employment Tribunal stage.
- Support the development of a performance/conduct management culture across the business, specifically develop and provide management toolkits/1:1 coaching/guidance for managers to identify and develop talent and manage poor performance/conduct.

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- Advise and Guide Advisors and line managers on resourcing including structure changes, recruitment and selection processes, working in partnership with the internal stakeholders to maintain a comprehensive level of knowledge of approvals in transition in order to be able to support the validation process and feedback on progress to the directorate.
- Provide input to and support the implementation of directorate specific projects, change management programmes and working groups as and when required.
- Act as the lead interface between the Advisory and People Services Team in accordance to deliver a great customer experience between the two teams and ensure that matters such as pay awards and bonus payments etc. are collated, validated and passed on for processing in a timely manner.
- Provide first line of support and deputise for People Operations Manager.
- 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

- Strong leadership and influencing skills
- 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 and escalate issues accordingly

Qualifications and Attributes

Essential Qualifications and Experience

- CIPD Qualified
- Full clean UK Driving license
- Strong IT skills – well versed in Microsoft packages inc. Excel, Word, Powerpoint
- Experience delivering work to tight deadlines with competing priorities and a completer finisher
- Well-motivated self-starter keen to drive change and improve customer service

[Click here to apply today](#)

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

Posted: 26 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.