



# **POWERING YOUR CAREER**

**Reporting and Project Officer  
Role Profile**

## **Position**

An exciting opportunity has arisen for an enthusiastic colleague to join our Performance and Planning Department in either our Lloyds Court or Castleford Site.

At Northern Powergrid, our vision is to be the best energy company in serving our 3.9 million homes, whilst delivering a sustainable energy solution.

We are looking for a capable individual who is either in the early stages of their career or newly graduated to join our team and develop a broad base of knowledge across our entire business.

The successful candidate's responsibilities will develop as they progress in role where they will be working as part of an experienced team that has visibility across the entire business and exposure to senior leaders.

Initially their focus will be on assisting senior leaders in the development and reporting of their key business activities and producing management information, as well as assisting other members of the team with business planning and regulatory reporting.

The long-term aim is for the successful candidate to gain knowledge of regulation, business planning, project management and document production. This will lead to further development of their role towards the areas that they show an aptitude for.

Apply now and we'll be in touch!

Competitive salary ranging from £26,000 to £30,000

## **Key Responsibilities**

- Produce weekly and monthly reporting for key business activities ensuring accurate and timely updates.
- Support business leaders in the mobilisation and management of key business activities.
- Assist in the production of monthly management and development of executive reporting
- Track and manage performance of the business plan areas providing insight into performance gaps and developing corrective actions.
- Produce upwards reporting for the senior leaders on performance against the business plan with support from our regulatory analyst.
- Assist in the development of the annual business plan.

## **Key Competencies**

- Production of high-quality external facing documentation and reports
- Work effectively under time pressure to co-ordinate and drive production of key deliverables
- Build and manage relationships with senior stakeholders
- Strong analytical skills
- Rigorous attention to detail

## **Qualifications and Attributes**

### **Essential Qualifications and Experience**

- Ability to turn data into meaningful actionable insight to tell a story/assess performance and opportunities to drive improvements – this includes work on dissertations or similar projects
- Strong analytical ability with data retrieval and manipulation.
- Proficient in the use of Excel, Word, and PowerPoint.

### **Desirable Qualifications and Experience**

- Degree or equivalent
- Track record of producing deliverables for executive team.
- Experience of business planning and performance management.

**[Click here to apply today](#)**

**Visit [northernpowergrid.com/careers](http://northernpowergrid.com/careers) to find out more about this and other career opportunities.**

**Posted: 16 March**

**Closing date for applications: 31 March**

*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.*