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HUMAN RESOURCES MANAGER

An excellent opportunity has arisen for a full time, permanent Human Resources Manager.

Reporting to the Managing Director, you will be responsible for embedding a culture of excellence in the recruitment, management and development of staff within the Company.

The role involves taking responsibility for the operation of the HR function, ensuring that a professional, proactive and customer-focussed HR service is delivered, consistent with Company guidelines.

You will be qualified to CIPD level 7 or have an equivalent HR Management qualification.

Your experience will include in-depth knowledge of the employment life cycle and advising managers on a variety of employee relations matters. You should demonstrate evidence of strong skills in working independently to a high standard as well as excellent communication skills with the ability to handle confidential personnel matters with sensitivity, tact and discretion.

Applicants will need to hold a driving licence and have the ability to travel as our sites are across the UK.

About Conrad Energy Ltd

Conrad Energy is the power company of the future, supporting critical national infrastructure through delivering flexible generation when it is needed most in support of a low carbon power grid dominated by renewable energy. Our growing team also deliver optimal power solutions for corporate clients from a range of complementary technologies and apply strategies tailored to customer requirements.

Radically transforming the way the energy market works, Conrad Energy is the largest provider of flexible generation in the UK. We now have a combined installed capacity of 600MW across 45 sites with over 100 experts dedicated to supporting critical national infrastructure and the UK's energy transition to a low-carbon economy.

A full-service Independent Power Producer (IPP), Conrad Energy is focused on meeting the growing demand for balancing services in the UK electricity market through the development, construction and ownership of natural gas fired peaking engine plants and battery storage systems. The management team has vast experience in this field, and we have strong financial backing to grow a premier generation business.

This position will be based in Abingdon, Oxfordshire.

Main Job Tasks and Responsibilities

- Align HR services and processes to business performance objectives;
- Advising Managers on the day to day management of their team;
- Employee Relations;
- Disciplinary and grievances, issuing relevant documentation;
- Performance Management;
- Development plans;
- Ensure Employment Law knowledge kept up to date and activities are within guidelines;
- Appraisals – ensure Managers complete annual appraisal and probationary reviews;
- Managing basic payroll and work with external payroll bureau;
- Job descriptions, Job evaluation and grading;
- Write and implement HR policies and updating existing ones;
- Ensure procedures are updated and new ones implemented and distributed to employees;
- Recruitment – advertisements, sifting CVs, liaise with Managers, interview invites to candidates, interviews, job offers/rejections;
- Absence Management;
- Staff Satisfaction Surveys – produced annually, compilation of results;
- Salary benchmarking;
- Succession planning;
- Training – managing booking and recording training;
- Liaise with 3rd parties;
- Other Ad hoc tasks.

REPORTING RELATIONSHIPS:

Responsible to: Managing Director

Responsible for: HR Administrator

Key Competencies

Essential:

- 5+ years generalist HR Management experience;
- Payroll;
- Level 1 Sponsorship Management System User;
- Microsoft Office;
- Interpersonal skills, ability to communicate at all levels;
- Excellent time management and organisational skills;
- Up to date Employment Law knowledge;
- Interview skills.

Desirable:

- TUPE experience;
- Post Graduate Advanced Employment Law qualification

Applicants should be eligible to work in the UK.

More information can be found at www.conradenergy.co.uk

Please send your covering letter and CV to recruitment@conradenergy.co.uk