

*HR Manager*

**Job Description & Application Guidelines  
September 2022**



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**GreenPower**

GreenPower is a renewable energy company, developing, owning and operating wind, hydro and solar power projects across the UK.

Our vision is of an economy powered entirely by renewable energy. In a changing regulatory environment achieving this vision will require new thinking and new ways of doing business, which will involve GreenPower in storage, energy conversion and supply as well as our core business of generation.

GreenPower's development portfolio includes both small and large wind projects, run of river hydro schemes and solar farms. We are currently preparing to build out our first solar farm which will be co-located with an existing wind asset.

We have circa £100m of operational projects under our management, including wind and run of river hydro. Most assets are owned by GreenPower, with two projects where we are joint owners with investment funds and two operated on behalf of a third party. We are seeking to expand the operational business, both through growth of our own portfolio and providing asset management services to third parties. We believe there is significant potential in this market to improve asset management and drive additional value to project owners. As part of this growth we plan to increase and improve the operational capability of the business, including establishing an in-house platform for integrating SCADA data from all operational sites.

GreenPower employs a highly skilled team, committed to high quality ethics and working standards. In addition to robust technical and engineering diligence, our team has a strong sense of ownership, which we believe makes a strong difference to the long-term performance of the projects under our management.

The GreenPower group of companies is a multi-million-pound business and further growth is anticipated.

## **Job Description**

GreenPower is seeking to appoint an experienced HR Manager to lead on all people and HR related aspects of the business including regulatory, and HR compliance.

Applicants should have relevant HR Management experience.

## **Roles and Responsibilities**

- Management of the complete recruitment and selection process in accordance with the company's policies and budget.
- Handle the welcoming and induction of all new starters and ensuring that all IT and HR policies are adhered to.
- Support the implementation and communication of HR policies, procedures, and internal rules of the business.
- Support activities related to training, performance appraisal and people development.
- Manage the HR development of employees and organise initiatives that promote well-being of the company employees.
- Supervise, when requested, the preparation of all regulatory and legal documents related to personnel management (drafting of employment contracts etc).
- Guarantee the application of social regulations and legal obligations within the company.
- Participation in other HR activities depending on the specific needs.

## The Candidate

This position requires a candidate with

- Bachelor or Master's degree or Degree in Human Resources (CIPD qualification preferred)
- 5 years of human resources experience / generalist Human Resources (energy sector experience would be a plus)
- Significant Human Resources experience at a management level
- Significant experience of managing recruitment and hiring processes.
- Knowledge of HR systems and databases
- Knowledge of employment law and HR best practices
- Ability to build successful working relationships with colleagues
- An established proven, pro-active attitude
- People oriented and results driven
- MS Office proficiency
- Full, clean driving licence

The candidate should be self-motivated and able to take responsibility for and work on substantive tasks under their own direction. Excellent communication skills and an ability to prepare well written and concise documents will be required.

In all areas of work, the post holder will be required to manage their time and budgets appropriately, work effectively with colleagues and represent GreenPower in a professional manner at all times.

## Terms and Conditions

### Salary, Term and Hours

- Salary dependent on skills and experience
- The post is a salaried post.
- You will be expected to work a minimum 37.5 hour week, including being at your nominal place of work (Alloa office) for normal office hours (i.e. 9am – 5:30pm).
- GreenPower offers a stakeholder pension scheme and a 3% employer contribution will be made into that scheme.
- The post carries a holiday entitlement of 25 days per annum accumulated pro rata, plus statutory holidays.

### Travel & Transport

- You will be entitled to participate in the company's salary sacrifice electric car scheme.
- The post holder must hold a full clean current UK driving licence.

### Subsistence

- Expenses for subsistence, including accommodation, will be reimbursed at cost.

### Employer

- The employer for this post will be GreenPower Developments Ltd.
- The post-holder will report directly to a designated Line Manager.

### Review

- Performance will be reviewed after three and six months and thereafter annually in line with the staff review programme.

### Personal Development

- GreenPower believes in ongoing personal skills development and we will work with you to encourage and support you in your professional development.

### Equal Opportunities

- GreenPower is an equal opportunities employer and will not discriminate on the basis of gender, age, ethnic background or religion.

### Location

- The company operates a hybrid working environment with both office and home working. The post will be formally based within our modern office in Alloa, which offers an excellent working environment.



## Application Procedure

Applicants should ensure that their application includes the following information:

- **CV**, including details of all current and previous employment and all qualifications held.
- **Covering letter (no more than 750 words) to include:-** a summary of your key attributes and experience relevant to this post; details of current salary and any notice period that is required by your current employer.
- **Details of two independent referees** who know your work; one of whom should be a line manager or equivalent from your current or most recent employer. (These referees will not be approached until such time as a formal job offer is being made).

Applications should be marked HR MANAGER and be submitted by e-mail or post (do not fax your application to us) to:

Human Resources (Private and Confidential)  
GreenPower Developments Ltd  
The e-Centre,  
Cooperage Way  
Alloa  
FK10 3LP

[julie@greenpowerinternational.com](mailto:julie@greenpowerinternational.com)

To discuss your application in confidence at any time, please call Julie on 07795 492998.

For further information on GreenPower, visit our web site at [www.greenpowerinternational.com](http://www.greenpowerinternational.com).

## Interviews

Reasonable travel and subsistence expenses incurred in attending the interview will be reimbursed.