



This job description outlines some of the responsibilities a graduate may undertake on the **People Graduate Programme**. These duties are not expected from day one; they reflect the skills and experience graduates will develop and demonstrate throughout the programme.

Job Overview

Location of role: Reading, London. Flexibility will be required and travel across other Centrica locations is likely.

Full time: 37 hours per week

The People Graduate Programme develops broad People capability through a structured two-year programme consisting of three rotations.

Graduates will contribute to work that helps Centrica attract, develop, engage and support colleagues, while enabling the business to perform at its best.

The programme builds the professional, stakeholder, analytical and project delivery skills needed for a future career in People.

Key Accountabilities

- Complete structured placements across the People function to build broad professional and organisational experience.
- Contribute to People projects and activities that respond to business and colleague needs.
- Work towards a professional CIPD qualification
- Work with People teams and business stakeholders to understand challenges and support practical, evidence-based solutions.
- Use people data and insight to identify trends, inform decisions and evaluate the impact of People activity.
- Support activity in areas such as People Business Partnering, Talent, Reward, Employee Relations, Organisational Design, Change or People Analytics, depending on placement.
- Prepare clear communications, presentations and materials for different audiences.
- Manage individual activities and deliverables, balancing priorities and working to agreed timescales.
- Identify opportunities to improve People processes and colleague experiences.

Key Competencies/Core Capabilities required to perform the role

- **People and commercial awareness** - understand how People activity supports colleagues, organisational priorities and business performance.
- **Analytical thinking** - interpret people information, identify themes and use evidence to support clear conclusions.
- **Collaboration** - build effective relationships and work constructively with colleagues and stakeholders across the business.
- **Communication and influencing** - communicate clearly, adapt to different audiences and contribute confidently to discussions.
- **Judgement and confidentiality** - handle sensitive information appropriately and apply sound judgement in People-related situations.
- **Learning agility and ownership** - respond positively to feedback, adapt across placements and take responsibility for delivering high-quality work.
- **Organisation and delivery** - plan activities, manage competing priorities and follow through on commitments.
- **Continuous improvement** - bring fresh thinking and identify practical ways to improve how the People function works.

Key Stakeholders

Stakeholders will vary by placement and may include People Business Partners, specialist People teams, line managers, colleagues and senior leaders across Centrica's business units. Engagement may take place through Microsoft Teams, email, meetings and face-to-face events.

Education and Certifications required to perform the role

- Degree level, with required academic attainment confirmed through the recruitment process.
- An interest in how organisations attract, develop and support people to perform at their best.
- No prior full-time work experience or professional People qualification is required.

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