

# 2023 APPRENTICESHIP CANDIDATE BRIEFING DOCUMENT



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Investors In People - Gold Accreditation



Diversity Mark



# 1. ABOUT NIE NETWORKS

Northern Ireland Electricity Networks (NIE Networks) is the owner of the electricity transmission and distribution networks in Northern Ireland, transporting electricity to over 910,000 customers including homes, businesses and farms.

NIE Networks is owned by ESB but operates as an independent organisation with its own Board and management teams and separate regulation via the Utility Regulator for Northern Ireland.

Our role is to maintain and extend the electricity infrastructure across Northern Ireland, connect customers to the network and ensure that our equipment is safe and reliable. We also provide electricity meters and metering data to suppliers and market operators.



NIE Networks does not supply electricity. Customers receive their electricity bill from their chosen electricity supplier of which there are currently five operating in Northern Ireland.

NIE Networks is a regulated company and business activities are overseen by the Utility Regulator for Northern Ireland. Our business plan for delivering our services to customers is approved for a number of years ahead with the current price control period set to run until 2024.

Our priority is to deliver benefits for all our customers and this is reflected in the important services we provide, including;

- ensuring reliability of network performance;
- maintaining public safety of the network;
- minimising the impact on the environment; and
- continually improving customer service and satisfaction.

We invest over £100 million annually in maintaining and upgrading the electricity transmission and distribution infrastructure in Northern Ireland to ensure it remains in a safe and reliable condition.

NIE Networks is fully committed to protecting the health and safety of all employees, contractors and the customers we serve. Safety is a core value of our company and we aim to provide an environment of zero harm. We promote an open and proactive health and safety culture and our employees recognise that safety is everyone's responsibility.

Fast resolution of power cuts is particularly important to our customers and therefore by 2024 we will aim to have 90% of customers restored within 3 hours and 100% of customers restored within 18 hours, excluding severe weather events.

If customers experience a power cut they can use the Powercheck facility on the NIE Networks website which provides real-time information about how our teams are responding and an estimated time for restoration.

## 2. OUR PEOPLE

NIE Networks employs a highly skilled work force of approximately 1,400 people. Roles include electrical engineers, customer service agents, financial analysts, IT specialists, surveyors, jointing and overhead lines teams, meter readers, communications professionals and human resource experts. We are an accredited Investors in People Gold Company.

NIE Networks was first awarded a Bronze Diversity Charter Mark from Diversity Mark NI in 2020. The Bronze Charter Mark commits organisations to focus initially on gender diversity through specific initiatives that drive a positive gender balance and promote a positive and inclusive workplace environment. The company is now working towards silver accreditation.

The NIE Networks Apprenticeship Programme, which has been running for over 50 years, is the only IET accredited apprenticeship programme in Northern Ireland. Over the last five decades more than 600 apprentices have qualified with the company, with 50 apprentices currently enrolled.

The apprenticeship programme offers a range of disciplines from cable jointers, tree cutters, overhead lines and plant maintenance electricians, to meter operatives, digital cartographers, planners, wayleave officers and surveyors.



The company was awarded the title of Best Apprenticeship Scheme for 2019 at the national CIPD People Management Awards UK.

On completion, apprentices are offered the opportunity to join our Apprentice to Graduate Scheme. Successful individuals have the opportunity to complete a BENG in Electrical and Electronic Engineering at Queens, University Belfast, later re-entering the business as Graduate Trainee Engineers.

We also offer an annual scholarship programme in Electrical and Electronic Engineering and Software and Electronic Systems Engineering in partnership with Queen's University Belfast, in addition to a graduate entry programme

We engage annually with 18,000 young people in Northern Ireland through our outreach and education initiatives, including school visits, career days, Balmoral Show and Skills NI. Our employees are role models for the young people we engage with and act as ambassadors to inspire and promote diversity in STEM careers.

Through increasing awareness of STEM subjects and partnerships with industry bodies, including Women in Business and the Institute of Directors, we are striving to increase awareness of the careers on offer within the energy industry and attract more female employees. Since 2015 over 20% of our graduate intake and over 25% of our sponsored scholars have been female.

## 3. OUR PEOPLE MATTER

NIE Networks we realise our employees are at the heart of our success and they are the future of an ever-changing energy industry. With employee wellbeing at the core of our approach, we are continually investing in our people and are committed to helping every individual reach their full

potential through both professional and personal development. We believe in nurturing effective teams and high performing leaders to deliver the best possible service for our customers.

As a member of our team you will enjoy many benefits including:

**Northern Ireland Electricity Networks**

**Employee benefits package**

- Attractive salary and benefits package
- Salary Sacrifice Pension with up to 8% employer contributions
- 34 days annual leave rising with service
- Up to 5 days additional holiday (option to purchase)
- Wedding day leave (\*conditions apply)
- 25 weeks maternity | 10 days paternity leave at full pay
- Free on-site parking at all of our locations
- Perks card offering discounts in retail, hospitality, travel and much more
- Social club that organises events at discounted rates

**Training & development**

- Apprenticeship, scholarship and graduate programmes
- Mentors to support development
- Development programmes and career progression opportunities
- Professional accreditation and membership
- iHub – your ideas count. Little ideas can make a big difference

**Recognition**

- Recognition for service to NIE Networks
- Company events that recognise and reward development and progression

**Health & wellbeing**

- Access to private medical cover
- Free GP helpline service
- Confidential counselling helpline service
- Free eye tests and eyecare vouchers
- Hybrid working opportunities
- Childcare support scheme (subject to eligibility and family friendly policies)
- Discounted gym membership
- Cycle to Work Scheme (£3000 limit)
- A career break (to support further education, domestic responsibilities, voluntary work or sporting events)
- Established Health & Wellbeing Forum
- Health assessments

**Community**

- Volunteering opportunities available
- Teambuilding events
- Participation in the NIE Networks Charities Fund
- Special leave for representation at national / international sporting events

**perks**

www.nienetworks.co.uk/home

## THE PACKAGE

Entry salary of £15,979 depending on age with set milestones for pay progression rising to salary of £29,000+ upon completion of the programme.

## 4. DIVERSITY AND EQUALITY

NIE Networks is committed to equality of opportunity and acknowledges the unique contribution that all potential candidates can bring in terms of their education, ethnicity, race, gender, nationality, age, religion, disability, sexual orientation and opinions. Applications are positively welcomed from all backgrounds and appointments are made on merit following a fair, open and transparent selection process.

## 5. DISABILITY

NIE Networks will provide reasonable support to disabled applicants throughout the recruitment process. Applicants who may require special arrangements should identify this clearly within their application form to enable us to make any appropriate adjustments.

## 6. 2023 APPRENTICESHIP OPPORTUNITIES

With outstanding in-house training facilities, a dedicated team of experienced instructors and the opportunity to gain on the job training, our apprenticeship programme offers a career across a number of different roles. Each year we recruit apprentices for one or more of these roles depending on our business requirements.

**The 2023 Recruitment campaign is searching for Overhead Linespersons, Underground Cable Jointers and Plant Maintenance Electricians – these apprentice programmes will take 2 years to complete.**

**Overhead Linespersons** - are responsible for the construction, maintenance and refurbishment of the distribution and transmission overhead line network. This role will require the suitable candidate to be comfortable to Work at Heights.

**Underground Cable Jointers** - install, connect and repair high and low voltage underground power cables in various working environments. The design and construction of these cables is specialised and to work on them requires a high level of accuracy and attention to detail.

**Plant Maintenance Electricians** - are responsible for the installation and maintenance of high voltage substations, transformers, switch gear and protection systems that facilitate the delivery of power between our transmission and distribution networks and the customer.

*Regardless of the discipline safety remains our number one priority for all of our apprentices.*

## 7. APPRENTICESHIP PROGRAMME

NIE Networks offer a competitive salary and benefits package from day one, an opportunity to learn alongside experienced people, an opportunity to earn as you learn via day release with our partnership technical college, and an opportunity to gain a technical qualification in Electrical Power Engineering Distribution and Transmission. The two-year NIE Networks Apprenticeship Programme is designed to ensure you gain real life, on the job experience and develop new skills and knowledge that will provide you with a platform from which you can build a meaningful career within NIE Networks.

As part of the apprenticeship scheme NI Networks will offer you:

Academic	Practical	Personal Development
<p><b>Technical Certificate</b> City &amp; Guilds Diploma - Electrical Power Engineering Distribution &amp; Transmission</p> <p><b>Vocational Qualification</b> Diploma - Electrical Power Engineering</p> <p>Essential Skills in: application of number, communication and information and communication technology( if required).</p>	<p><b>Skill based training</b> delivered in modular format at bespoke facilities</p> <p><b>Practical experience</b> gained onsite in a customer-facing work environment</p> <p>Other Bespoke courses to role are First Aid and / or Manual Handling</p>	<p><b>Soft skills</b></p> <p><b>Careers Information, Advice &amp; Guidance (CIAG)</b></p> <p><b>Pastoral support</b></p> <p><b>Customer facing</b></p>

## 8. THE INDIVIDUAL

### Essential Criteria

It is essential that the successful candidate meets the following requirements

**Applicants MUST** be able to demonstrate in their application:

- They are of the age 16 by the start date in September 2023.
- Have, or expect to achieve 3 GCSES (or equivalent) including Maths, English and a STEM related subject at grade D or above
- Hold a full current driving licence or be willing to obtain a driving licence as soon as possible



Following completion of the fixed term training contract, successful Apprentices will have the opportunity to apply and be considered for permanent positions within the business.

## 9. PERSONAL COMPETENCIES

We currently have opportunities for self-motivated and enthusiastic Apprentices who are interested in making a difference and building a career with NIE Networks. At NIE Networks we take into consideration more than just qualifications. We place huge importance on the personal skills and natural attributes every employee brings to our team. The successful candidate should demonstrate the following key competencies:

### **Ambition**

The drive to climb up, to pursue a career, to strive for success and make an effort in achieving this

### **Accountability**

Being accountable and passing on accountability for one's own actions and those of colleagues and the organisation.

**Resilience**

The ability to face setbacks, unforeseen events, obstacles and failures without allowing them to dominate, derail or destroy your ambition

**Safety**

Knowledgeable of applicable standards, capable of identifying workplace hazards relating to the specific operation, and has the wisdom to highlight any issues.

**Team Work**

Actively participates in team. Encourages co-operation. Aware of the needs of others and responds flexibly. Shares information and supports other team members

**Communication**

Able to communicate information and ideas clearly and articulately both in oral and written form. Uses appropriate language, style and methods depending on audience and the purpose of communication.

**Collaboration**

Ability to work on different projects that require collaborative and cross departmental working. Successful collaboration requires a cooperative spirit and mutual respect.



The nature of the job will change over time as the needs of the business change. It is a requirement of the jobholder to contribute to the development of the role in best reflecting these changes.

The job also requires a considerable degree of commitment, flexibility and adaptability on the part of the jobholder to meet quality standards and work deadlines.

NIE Networks is a 24/7 business. We require significant flexibility from our employees when responding to severe weather such as storms, snow, gales, flooding and lightening; these events can damage equipment and cause power cuts to homes and businesses. This can be outside normal working hours.



## 10. THE APPLICATION PROCESS

NIE Networks is committed to the principles of public appointments based on merit with independent assessment, openness and transparency of process.

### HOW TO APPLY

Candidates are required to apply through the NIE Networks recruitment portal. The best experience of this portal will be through **Google Chrome** internet browser.

- You will initially be asked to create a “candidate area” by inputting your email address and a secure password – once you select “Create candidate area” you can then log in directly using these same details.
- Please create your profile using an email address that you check regularly, the address that you register with will be the address that we contact you on.
- We recommend you complete your application in a quiet space with no interruptions.
- Your application will be completed in **one sitting** and the portal may “time out” after **1 hour**.
- You can use the ‘Upload CV’ option to attached a document containing your entry requirements if required.
- Please allow adequate time to complete the application. It is your responsibility to ensure that you submit the online application before the closing time/date. Computer/Technical problems experienced in submitting the application will not be accepted as a reason for late submission.
- Please proof read your application and check for any mistakes. This is your opportunity to make a good first impression. You will not have the opportunity to amend the application form once it has been submitted.
- Ensure you select “**Send**” at the bottom right of the screen to submit your application.
- Late applications will not be accepted.

**Please note applications for this position will close at 11pm on Wednesday 22 February 2023.**



## 11. CHECK YOUR APPLICATION HAS BEEN SUCCESSFULLY SUBMITTED

It is your responsibility to ensure that you submit the online application before **11pm on Wednesday 22 February 2023**. Computer/Technical problems experienced in submitting the application will not be accepted as a reason for late submission. Please do contact us prior to the submission date if we can assist with any difficulties.

There are a few options to check your application has successfully submitted:

1. Email – you will receive confirmation email from [careers@nienetworks.co.uk](mailto:careers@nienetworks.co.uk) – (If this does not enter your inbox please check your junk mailbox.)
2. Within the [Recruitment Portal](#)
  - Go to the candidate portal (top right) – select “**Applications**”
  - If your application has been received you will see a similar notification to the below:



3. Within the [Recruitment Portal](#)
  - Go to the candidate portal (top right) – select “**Messages**”
  - If your application has successfully submitted you will see the following message:



If you have no confirmation unfortunately your application has not been received – we would encourage you to re-submit accessing the portal via **Google Chrome** internet browser.

## 12. FURTHER INFORMATION

If you would like to view information about NIE Networks please visit our website [www.nienetworks.co.uk](http://www.nienetworks.co.uk) or alternatively check out our social media platforms



We do have a Frequently Asked Question [FAQ's](#) section which has further details about the Apprenticeship Programme 2023 which can be accessed by clicking the link.