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| **Application Form** | |
| **Job Title:** | **Regulation Analyst** |
| **Salary: £37,752 - £47,190 per annum**  **Closing Date: 2.00pm on Thursday 31st January 2019**  **Interview Date:** **Week commencing 11th February 2019 or 18th February 2019**  Applicants should use this form only and should not submit supplementary material such as a CV | |

**Applications** Please refer to the Guide for Applicants before completing this form.

Completed applications must be returned to Human Resources to arrive no later than the closing date stated above.

**If you submit your application form by email, you must also post a hard/paper copy with your actual handwritten signature along with your completed equal opportunities monitoring form. Paper copies may arrive a couple of days after the closing date so long as the electronic version has been received by then.**

Applications and queries can be emailed to [recruitment@uregni.gov.uk](mailto:recruitment@uregni.gov.uk)

Hard copies must be posted or hand delivered to Human Resources, The Utility

Regulator, Queens House, 14 Queen Street, Belfast BT1 6ED

**Any candidate experiencing difficulty in completing the application form because of a disability should email** [**recruitment@uregni.gov.uk**](mailto:recruitment@uregni.gov.uk)

Remember to return your Equal Opportunities Monitoring form in a **separate sealed envelope** to address detailed on the form. For convenience, it can be included with your hard copy application form but it must be in a sealed, separate envelope addressed to the Monitoring Officer (HR). This is regarded as part of your application and failure to fully complete and return it will result in disqualification.

**LATE APPLICATIONS WILL NOT BE ACCEPTED.** Please note the onus is on the candidate to ensure their completed application is received on or before the closing date. We will use the time it is received according to Utility Regulator computer systems, not the time sent from a candidate’s email account.

**The format of this application form may not be altered in any way except to delete space(s) caused by the bottom of the box shifting down the page**

**when you type in your responses.**

***Other alterations of the form may result in disqualification.***

**Personal Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title: Mr / Mrs / Ms / Miss / Dr / other | | |  |  |
| Surname: |  | | |  |
| Forename: |  | | | *Please underline name by which you are known* |
| National Insurance Number: | |  | |  |

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| Contact  Address  including  postcode |  | Contact  Telephone  Number(s) | daytime: |  |
|  |  |
| evening |  |
|  |  |  |
|  |  |  | mobile: |  |
| Email: |  | | |  |

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| Special Requirements at interview? |
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Where did you  ***first*** hear/read about this vacancy?

*(this information may help us determine where we advertise in future)*

Nijobs.com

Utility Regulator website

Other (please specify):

Utility Regulator employee

**Referees:** Please give the name and contact details of two referees, one of whom should be your current employer and one of whom should be a previous employer. Referees will not be contacted until a provisional offer is made.

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| **1. Name**: |  | | **Address:** |  |
| **Contact telephone number:** | |  | | |
| **Contact email address:** | |  | | |
| **2. Name**: |  | | **Address:** |  |
| **Contact telephone number:** | |  | | |
| **Contact email address:** | |  | | |

**Additional Information:**

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| --- | --- | --- | --- | --- |
| **Please outline your current / most recent salary:** | | | | |
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| **Please outline any substantial fringe benefits (e.g. pension, holiday entitlement, bonus etc)** | | | | |
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| **Length of notice:** |  |  | **When would you be available?** |  |

**Declaration**

A. I have read and understood the information provided in the Guide for Applicants.

B. The responses detailed in this application are true and accurate to the best of my knowledge and belief. I understand that deliberate falsification of factual information may prejudice my application or lead to an offer of appointment being withdrawn.

**Signature:**

**Date:**

/ /

*If you sign this electronically and submit by email, please also post a hard copy with your actual handwritten signature. The hard copy may arrive a couple of days after the closing date so long as the electronic version has been received by then.*

**Relevant Employment History** (begin with your most recent/current position)

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| **Name, Address & Business of Employer:** | |  |
| **Position Held and Brief Career Narrative:** |  | |
| **Dates From and To (Month & Year):** | |  |
| **Reason for Leaving:** | |  |

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| --- | --- | --- |
| **Name, Address & Business of Employer:** | |  |
| **Position Held and Brief Career Narrative:** |  | |
| **Dates From and To (Month & Year):** | |  |
| **Reason for Leaving:** | |  |

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| --- | --- | --- |
| **Name, Address & Business of Employer:** | |  |
| **Position Held and Brief Career Narrative:** |  | |
| **Dates From and To (Month & Year):** | |  |
| **Reason for Leaving:** | |  |

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| --- | --- | --- |
| **Name, Address & Business of Employer:** | |  |
| **Position Held and Brief Career Narrative:** |  | |
| **Dates From and To (Month & Year):** | |  |
| **Reason for Leaving:** | |  |

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| Information for Sifting and Shortlisting Purposes  The following section asks you to outline your experience in relation to the essential criteria, desirable criteria and key skills as specified in the Guide for Applicants.  **To demonstrate how you meet each of the criteria, please provide examples.** |
| **Essential Criteria 1**  *Please provide an example(s) that demonstrates your proven experience and your ability to analyse complex quantitative and financial information. Please explain how you have used excel spreadsheets and/or other software packages to provide analysis and produce evidence-based written reports and recommendations to senior management.*  *Do not expand beyond one page* |
| **Essential Criteria 2**  *Please provide an example(s) that demonstrates your proven experience and your ability to analyse complex written information from a variety of sources in a regulatory environment. Please demonstrate your experience of interpreting information contained in complex reports, policy documents and legislation to produce written reports and recommendations to senior management.*  *Do not expand beyond one page* |

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| **Essential Criteria 3**  *Please provide an example(s) that demonstrates your proven experience of communicating with confidence and building trusted relationships with a wide variety of stakeholders often in high pressure situations. This includes the ability to foster a climate of openness, respect and cooperation which enhances the Utility Regulator’s reputation.*  *Do not expand beyond one page* |
| **Essential Criteria 4**  *Please provide an example(s) that demonstrates your excellent organisational skills and proven track record of working to tight deadlines and with a high degree of individual responsibility.*  *Do not expand beyond one page* |

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| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 5**  *Please provide an example(s) that demonstrates your proven ability to develop and maintain good control and governance procedures in a complex regulatory environment.*  *Do not expand beyond one page* |

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| **Essential Criteria 6**  *Please provide an example(s) that demonstrates your proven experience of analysis within either the energy or water sector or working in regulation. This can be demonstrated by working within either a relevant government department, a regulator’s office, a third sector organisation that protects consumers, or an energy or water company.*  *Do not expand beyond one page* |

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| Information for Sifting and Shortlisting Purposes |
| **Desirable Criteria 1**  *Please provide an example(s) that demonstrates your Understanding of the NI regulatory scene and the key features of UK utility regulation with particular knowledge of energy or water regulation, or the protection of consumers.*  *Do not expand beyond one page* |
| **Desirable Criteria 2**  *Please provide an example(s) that demonstrates your understanding of best practice in demonstrating the appropriate use of public funds or consumer’s money.*  *Do not expand beyond one page* |
| Information for Sifting and Shortlisting Purposes |
| **Desirable Criteria 3**  *Please provide an example(s) that demonstrates your proven experience of influencing or developing policy.*  *Do not expand beyond one page* |