



## **Guide for Applicants**

### **Regulation Analyst Retail and Consumer Protection**

**1x Permanent Analyst  
1x Fixed Term Analyst (15 months)**

#### **Key Dates for Applicants**

**Closing Date:** 2pm on Monday 17<sup>th</sup> June 2019

**Interview Dates:** Week Commencing 24<sup>th</sup> June 2019 in Queens House,  
Belfast

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Prior to completing the application form we recommend that applicants familiarise themselves with the contents of this guide which includes:

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## 1. A Message from Jenny Pyper, Chief Executive

Dear Applicant,

Thank you for taking time to read this Guide for Applicants. I hope it gives you all the information you need to decide whether to apply for the position of **Analyst** within Northern Ireland's Utility Regulator.

It is an exciting time to work for us. We are uniquely placed as the UK's only cross-utility regulator. Our extensive remit requires us to be both expert and objective. We work closely with government and stakeholders to protect consumers with regard to both price and quality of service. Consumer recognition of our work and our value is growing. We have a strong track-record of innovation in the interests of consumers, working smart with limited resources. We deliver solutions that suit Northern Ireland's needs.

We also continue to develop our organisation with the goal of being a best practice regulator. Our new Corporate Strategy for 2019-24 was published at the end of March. The new strategy sets out how we can best make a difference for consumers. It also sets a course that embraces change and meets head-on the challenges of the future. To help us deliver this strategy we have taken steps to enhance how we are structured. This has resulted in us being organised into three groupings: Corporate, Networks and Markets.

We are seeking applicants who have some experience in the regulated energy sector and/or in utility regulation either in the industry or in an organisation representing consumers to join the Retail team. The roles are well suited to persons with strong quantitative and qualitative analytical skills paired with excellent communication and interpersonal skills. Both roles will sit within the Markets group.

May I take this opportunity to thank you for your interest in the competition to fill the post. We are keen to receive experienced applications from a wide range of backgrounds.

I look forward to your application.

Yours sincerely



**Jenny Pyper**  
**Chief Executive**

## 2. About Us, Northern Ireland's Utility Regulator

We were first established in 1992, following privatisation of the Northern Ireland electricity industry, and our role extended in 1996 to cover gas. From April 2007 we also became the economic and customer service regulator for NI's water and sewerage industries.

We are a non-Ministerial government department. Our board currently consists of a chairman (Dr Bill Emery) and five other members (Bill Cargo, Jonathan Carlton, Teresa Perchard, Alex Wiseman, David De Casseres and Claire Williams), plus the Chief Executive, Jenny Pyper. The office currently employs approximately 85 staff.

The Chief Executive heads our Senior Management Team (SMT). The SMT also currently includes the Directors for Retail Markets, Wholesale Markets, Compliance and Networks and Corporate Affairs. It meets weekly to review matters of common interest, and provides the collegiate leadership of the office.

Our Corporate Strategy and annual Forward Work Programme together with further information about our work, may be viewed at [www.uregni.gov.uk](http://www.uregni.gov.uk)

### **Our mission:**

To protect the short and long term interests of consumers of electricity, gas and water.

### **Our vision:**

To ensure value and sustainability in energy and water.

### **Our values:**

Be a best practice regulator: transparent, consistent, proportionate, accountable and targeted.

Be professional: listening, explaining and acting with integrity.

Be a collaborative, co-operative and learning team.

Be motivated and empowered to make a difference.

### **Water**

Our main aim is to regulate the water and sewerage industry in Northern Ireland in a way that encourages and incentivises Northern Ireland Water to achieve the highest possible service for customers in terms of both quality and value.

More information can be found at [www.uregni.gov.uk/water](http://www.uregni.gov.uk/water)

### **Gas**

Natural gas first arrived in Northern Ireland in 1996 and has since brought considerable environmental, economic and social benefits to Northern Ireland. It is the least polluting fossil fuel and its availability in an area provides greater fuel choice for industry. Natural gas also provides domestic customers with the opportunity to convert from inefficient central heating systems to highly efficient gas condensing boilers and in due course to domestic combined heating power.

We are responsible for regulating Northern Ireland's gas industry. Our main duties are to promote the development and maintenance of an economic, efficient and co-ordinated gas industry. We also aim to protect the interests of gas consumers with regard to price and quality of service.

More information can be found at [www.uregni.gov.uk/gas](http://www.uregni.gov.uk/gas)

## **Electricity**

Our principal objective is to protect the interests of consumers of electricity supplied by authorised suppliers, wherever appropriate by promoting effective competition between persons engaged in, or in commercial activities connected with, the generation, transmission or supply of electricity.

More information can be found at [www.uregni.gov.uk/electricity](http://www.uregni.gov.uk/electricity)

## **Retail and Customer Protection**

The Retail and Customer Protection directorate was created in 2009 to remove barriers and drive forward work on encouraging gas and electricity suppliers to enter the domestic energy market in Northern Ireland, in order to provide consumers with a choice of supplier.

Competition has long been at the heart of the European Union (EU), United Kingdom (UK) and Northern Ireland's vision of energy markets. A range of steps at all three levels have sought to promote wholesale and retail energy market competition.

The statutory remit given to us places a high value on competition as a means to deliver consumer benefits in the energy retail sector in Northern Ireland. The Directorate also undertakes the role of social protection for consumers.

We also have a vital role to play in promoting sustainability as we are the main gate keepers to infrastructure investment in three sectors with high environmental impact – electricity, gas and water.

More information can be found at [www.uregni.gov.uk/retail](http://www.uregni.gov.uk/retail)

## **Networks and Markets**

We have recently completed an internal restructuring to realise the potential synergies and efficiencies by taking a cross utility approach to our regulation. This has resulted in a cross utility (gas, electricity, water and sewerage) networks approach and a separate markets approach to regulation. Regulation of markets further divides into the Wholesale Electricity Market regulation of the Single Electricity Market for the island of Ireland and retail regulation in Northern Ireland.

## **Corporate Affairs**

Corporate Affairs includes the Corporate Services team which is led by the Head of Corporate Services. The team serves the organisation by carrying out a number of key functions including HR, Finance, ICT, Information Management, Facilities and Procurement. Corporate Affairs also includes three other teams covering a range of functions including sustainability, communications and strategy and the in-house legal team.

## **Other Work Streams**

We hold concurrent competition law powers and are Northern Ireland's competition authority for the industries it regulates.

Being uniquely placed as the UK's only cross-utility regulator creates challenges and opportunities which we are keen to address over the coming years.

We have quasi-judicial powers to determine certain complaints, disputes and appeals.

### 3. Role Description – 15 month fixed term post

**Role:** Regulation Analyst  
**Group:** Retail and Consumer Protection  
**Reporting to:** Manager – Retail, Regulation and Policy Branch

#### Terms and Conditions:

**Contract:** Fixed term, full time  
**Hours:** 37 hours per week (UR operates a flexi-time system)  
**Salary:** £38,130- £47,662 per annum  
**Pension:** Northern Ireland Civil Service pension arrangements  
**Holidays:** 25 days plus 12 public and privilege days

#### Role Purpose:

Working within the Retail and Consumer Protection directorate, you will provide written and numerical analysis and policy advice relating to the regulation of the energy retail sector (both electricity and gas). You will work across a variety of functions within a team-based environment and contribute to the delivery of Utility Regulator aims and objectives by analysing and advising on issues relating to the regulation of the energy retail sector. This role is well suited to persons with strong quantitative and qualitative analytical skills paired with excellent interpersonal skills. Any experience in the regulated energy sector and/or in utility regulation will also be valuable.

#### Key Contacts:

**Internal:** Head of Branch, Director, other colleagues within Retail and Consumer Protection directorate, in-house Legal Counsel and other (UR) staff as required.  
**External:** Key staff within the regulated companies, Ofgem, CER, Consumer Council, DfE and UR legal advisors

Key Areas	Key Tasks
<b>Strategic</b>	<p><b><u>Financial and Numerical</u></b></p> <ul style="list-style-type: none"> <li>• Provide analysis and advice to help monitor, review and challenge relevant financial and policy submissions made by regulated companies.</li> <li>• Review financial models used in the submissions from regulated gas and electricity suppliers for gas and electricity regulated tariffs. Challenge assumptions in these models where appropriate and ensure that all inputs are accurate and consistent with other published industry input charges such as network costs, industry levy costs and gas forward curve prices.</li> <li>• Verify tariff proposals are consistent with regulatory determinations and objectives.</li> <li>• Verify other regulated business submissions for cost recovery of various items including large projects via excel analysis. Work with external consultants to ensure that project costs are properly incurred and verifiable under the terms of cost recovery.</li> </ul> <p><b><u>Policy and Consumer Protection</u></b></p> <ul style="list-style-type: none"> <li>• Provide analysis and advice to help monitor, review and challenge the regulated businesses' work in the areas of consumer protection, protection of vulnerable customers, energy efficiency, renewable energy and sustainability.</li> </ul>

- Read and understand key energy industry and regulatory policy documents and legislation, report to senior management on the impact of government policies and legislation on regulated companies and Northern Ireland utility customers. Assess regulatory precedents in other jurisdictions for suitability for inclusion in Utility Regulator Energy Retail policy.
- Scrutinise regulated companies to ensure adequate customer protection in areas such as costs, profits, customer service, billing and marketing activities.
- Assess market wide data on market metrics e.g. market shares, switching rates, contract renewals etc by market sector in Northern Ireland and RoI and GB and EU.

#### **Legal**

- Maintain and develop a knowledge base of the legal issues pertaining to energy regulation both in NI and GB. Provide up to date information and advice to management relating to legal and political issues that are important to Northern Ireland or may form precedents/guidance for energy policy in Northern Ireland
- Formulate legal requests for internal and external legal consultants relating to issues of policy (financial and non-financial related) regarding the regulation of energy supply companies in Northern Ireland.
- Scrutinise and challenge legal advice that is received and use it to inform forward looking policy and strategies to achieve end goals of regulation.

#### **Operational**

#### **Financial and Numerical**

- Undertake any financial or numerical analysis as required by UR to fulfil strategic goals (financial) for example:
  - Develop excel models/set of queries to disseminate information in regulatory accounts, analyse individual cost submissions in detail, analyse tariff submissions in detail and challenge where appropriate. Lead on tariff reviews with branch manager oversight. Prepare reports and presentations as needed to support information exchange to senior management and other stakeholders regarding tariff changes. Deal with media queries regarding tariff changes. Work closely in collaboration with regulated companies in resolving all outstanding queries or areas requiring clarification.
  - Development of an understanding of the business models of the regulated gas and electricity suppliers.
  - Undertake and lead on price control projects to set the appropriate level of operating costs across each of its business activities e.g. staff, billing, bad debt, IT cost and set an appropriate net margin of profit. Prepare reports and presentations as needed to support information exchange to senior management. Prepare public consultation and decision papers as required as part of price control projects. Work closely in collaboration with regulated companies in resolving all outstanding queries or areas requiring clarification.
  - Carry out benchmarking with other supply companies costs where needed.

#### **Policy and Consumer Protection**

- Communication with stakeholder groups on important issues in relation to regulation and customer protection of the retail energy sector.
- As required, provide information, documentation, reports and briefings to the Head of Branch, Director and Senior Management (including publication of UR policy papers as necessary).



	<ul style="list-style-type: none"> <li>• Develop and maintain a good understanding of the utility industries and related issues including consumer protection, equality, fuel poverty and other as required.</li> <li>• Develop a good understanding of regulatory policy in other jurisdictions and feed into UR policy making reports or papers for publication.</li> <li>• Proactively initiate policy remedies for discussion for specific industry or market issues which the UR is responsible for overseeing in the areas of consumer protection, environmental protection or security of supply. Build up a breath of existing policy knowledge and understanding to facilitate this.</li> <li>• Provide ongoing quantitative and qualitative analysis of related matters in energy regulation e.g. analysis and interrogation of local and outside market data to inform policy decision making.</li> <li>• Foster good relations with outside stakeholders to facilitate good working relationships and information flows that will enhance project delivery in all areas of policy making.</li> </ul> <p><b><u>Legal</u></b></p> <ul style="list-style-type: none"> <li>• Work proactively with legal teams (internal and external) to conclude on legal issues and feed these into policy and project as required.</li> <li>• Take ownership of working relationship with legal teams and ensure timely delivery of information.</li> <li>• Deal with any ad hoc resource issues and drive forward to best conclusion possible.</li> <li>• Ensure good relations with all legal advisors.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Lead specific projects as required. Take ownership and responsibility for these projects and drive forward to conclusion ensuring all milestones are met.</li> <li>• Demonstrate accountability and strong focus on delivery in your role within the Retail directorate.</li> <li>• Demonstrate importance of collaborative approach by working closely with other branches within the Retail Group, other directorates in the Utility Regulator, industry participants, external advisors and other key stakeholders.</li> <li>• Show leadership in taking forward own initiatives to solves problems and issues within areas of regulatory policy and regulatory finance areas.</li> <li>• Show leadership in proactively ensuring the resolution of problems that may arise with internal and external stakeholders.</li> <li>• Manage external consultants as required ensuring delivery of agreed objectives and outputs and maximum value gain for UR from all external resources. This will include financial management of consultancy contracts and liaison with UR finance on reporting monthly on costs and cost projections and all issues arising.</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Ensure work objectives are delivered within agreed timescales and budgets.</li> <li>• Contribute to the planning and monitoring of the Retail directorate budget as appropriate.</li> <li>• Management of consultancy contracts and liaison with UR finance branch as required. Formulation of tender documentation and scoring.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Demonstrate responsibility for your own health and safety and that of those with whom you work.</li> <li>• Contribute to an environment where Health and Safety is promoted and responsibility taken for resolving any issues within Retail directorate.</li> </ul>
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>• Contribute to the identification of risks, implement and manage appropriate measures to minimise risk within the directorate and inputting onto the Risk Register as required.</li> </ul>



	<ul style="list-style-type: none"><li>• Help to identify, implement and manage appropriate measures to minimise risk to the Retail directorate.</li><li>• Ensure compliance with organisational policies and procedures, such as performance management and information management.</li></ul>
<b>Customer Services</b>	<ul style="list-style-type: none"><li>• Respond to external queries and complaints as appropriate and in line with the UR policy for Appeals, Disputes and Complaints.</li><li>• Respond to consultations as appropriate.</li></ul>
<b>Networking</b>	<ul style="list-style-type: none"><li>• Develop effective working relationship with the senior management team and key members of the regulated companies to ensure effective regulation.</li><li>• Build relationships with key stakeholders in relation to e.g. strategy and policy development etc.</li></ul>

*Our statutory remit and organisational structure is continuing to evolve. It is possible that this may lead to changes in the job description outlined as a consequence.*

## Role Description – Full time, Permanent Post

**Role:** Regulation Analyst  
**Group:** Retail and Consumer Protection  
**Reporting to:** Manager – Consumer Protection

### Terms and Conditions:

**Contract:** Permanent, full time  
**Hours:** 37 hours per week (UR operates a flexi-time system)  
**Salary:** £38,130- £47,662 per annum  
**Pension:** Northern Ireland Civil Service pension arrangements  
**Holidays:** 25 days plus 12 public and privilege days

### Role Purpose:

Working within the Retail and Consumer Protection directorate, you will provide written analysis and policy advice relating to the regulation of the energy retail sector (both electricity and gas). You will work across a variety of functions within a team-based environment and contribute to the delivery of Utility Regulator aims and objectives by analysing and advising on issues relating to the regulation of the energy retail sector. This role is well suited to persons with strong quantitative and qualitative analytical skills paired with excellent communication and interpersonal skills. Any experience in the regulated energy sector and/or in utility regulation either in the industry or in an organisation representing consumers, particularly vulnerable consumers would also be valuable.

### Key Contacts:

**Internal:** Head of Branch, Director, other colleagues within Retail and Consumer Protection directorate, in-house Legal Counsel and other (UR) staff as required.  
**External:** Key staff within the regulated companies, Consumer Council, Consumer representative bodies, and statutory agencies including DfE and DfC, and UR legal advisors

Key Areas	Key Tasks
Strategic	<ul style="list-style-type: none"><li>• Provide analysis and advice to help monitor, review and challenge the regulated businesses' processes and work in the area of consumer protection.</li><li>• Scrutinise regulated companies to ensure adequate customer protection is in place in areas such as costs, profits, service and marketing activities.</li><li>• Develop, monitor and review models used for energy regulation. Assess regulatory precedents in other jurisdictions for suitability for inclusion in Utility Regulator Energy Retail policy.</li><li>• Read and understand key energy industry and regulatory policy documents and legislation. Report to senior management on the impact of government policies and legislation on regulated companies and Northern Ireland utility customers.</li><li>• Provide analysis and advice to help monitor, review and challenge regulated businesses' work in the areas of consumer protection.</li></ul>

	<ul style="list-style-type: none"> <li>• Scrutinise regulated companies to ensure adequate consumer protection in areas such as service.</li> <li>• Develop and maintain a good understanding of the utility industries and related issues as required.</li> </ul>
<b>Operational</b>	<ul style="list-style-type: none"> <li>• Act as a member of specific project teams as defined by Management and provide team input in the form of research, analysis and preparation of reports and discussion/consultation papers.</li> <li>• Development of an understanding of the Northern Ireland landscape in relation to vulnerable customers and consumer protection</li> <li>• Communicate effectively with stakeholder groups on strategic issues regarding regulation and consumer protection.</li> <li>• Attend retail supplier and network working groups as a representative from the UR and communicate on important issues in relation to regulation and customer protection of the retail energy sector.</li> <li>• As required, provide information, documentation, reports and briefings to the Head of Branch, Director, Senior Management (including publication of papers as necessary).</li> <li>• Develop and maintain good relations with external stakeholders to facilitate good working relationships and information flows that will enhance project delivery.</li> <li>• Provide ongoing quantitative and qualitative analysis of related matters in energy regulation.</li> <li>• Build and maintain an awareness of best practice both within the energy industry and related industries both locally and beyond.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Lead specific projects as required.</li> <li>• Lead specific working groups as required.</li> <li>• Demonstrate accountability and strong focus on delivery in your role within the Retail and Consumer Protection directorate.</li> <li>• Demonstrate the importance of having a collaborative approach by working closely with other branches within the Retail and Consumer Protection Directorate, other directorates in the Utility Regulator, industry participants, consumer representatives and other key stakeholders.</li> <li>• Manage external consultants as required ensuring delivery of agreed objectives and outputs. This will include financial management of consultancy contracts and liaison with UR finance.</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Ensure work objectives are delivered within agreed timescales and budgets.</li> <li>• Contribute to the planning and monitoring of the Retail directorate budget as appropriate.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Demonstrate responsibility for your own health and safety and that of those with whom you work.</li> <li>• Contribute to an environment where Health and Safety is promoted and responsibility taken for resolving any issues within Retail directorate.</li> </ul>
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>• Contribute to the identification of risks, implement and manage appropriate measures to minimise risk within the directorate and inputting onto the Risk Register as required.</li> <li>• Help to identify, implement and manage appropriate measures to minimise risk to the Retail directorate.</li> <li>• Ensure compliance with organisational policies and procedures, such as performance management and information management.</li> </ul>

**Customer  
Services**

- Respond to external queries and complaints as appropriate and in line with the UR policy for Appeals, Disputes and Complaints.
- Respond to consultations as appropriate.

**Networking**

- Develop effective working relationship with the senior management team and key members of stakeholder organisations, government departments, and regulated companies to ensure effective regulation.
- Build relationships with key stakeholders in relation to e.g. strategy and policy development etc.

*Our statutory remit and organisational structure is continuing to evolve. It is possible that this may lead to changes in the job description outlined as a consequence.*

## 4. Selection Criteria for both posts

Applicants must meet the following essential criteria and key skills by the closing date for applications.

### Essential Criteria

1. Proven experience which demonstrates your ability to analyse complex numerical and written/ or qualitative information from a wide variety of sources in a complex environment to include:
  - a) challenging assumptions contained within the written/qualitative information; and
  - b) converting the results of your analysis into reports that provide recommendations and/or advice to senior management on commercial/business or policy objectives.
2. Proven experience that demonstrates ability to build trusted relationships with a variety of stakeholders in circumstances which includes competing priorities.
3. Proven experience that demonstrates project management skills, with a high degree of individual responsibility for delivery of objectives.
4. Excellent organisational skills and proven track record of working to tight deadlines and prioritising within a busy environment.
5. Proven experience that demonstrates excellent team working, interpersonal communication skills and ability to develop and maintain effective working relationships with colleagues at all levels.

### Desirable Criteria

In the event of a large number of applicants the following desirable criteria will be used as further short listing criteria:

1. Proven experience of analysis within the regulated energy sector and/or of energy regulation.
2. Understanding of the NI regulatory scene and in particular knowledge of the issues that arise in energy retail sectors.
3. Awareness of the legal, financial, economic and policy background to utility regulation.

### Key Skills

In addition to satisfying the above essential criteria, applicants will also be expected to display the following qualities and skills at interview.

- Excellent communication and interpersonal skills.
- High level of negotiation and influencing skills.
- Collaborative working and partnership delivery.
- Prioritisation skills.
- High degree of individual responsibility.
- Problem solving skills and ability to deal with arising problems and issues.
- Strong analytical skills and a high level of numeracy.

## 5. The Recruitment and Selection Process

### How to Apply

Completed application forms must be received by **2pm on 17 June 2019**.

**By completing this application form you will be processed as applying for both the permanent position, and the fixed term maternity cover position. There will be one selection process and the highest scoring candidate will be offered their role preference. Candidates will be offered the remaining role in order of merit.**

***If you submit your application form by email, you must also post a 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.*** The onus is on the candidate to ensure their application is received before the closing date and we will use the time it is received according to Utility Regulator computer systems, not the time sent from a candidate's email account.

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

Paper copies must be posted or hand delivered to **Human Resources, The Utility Regulator, Queens House, 14 Queen Street, Belfast BT1 6ED.**

Applications will be acknowledged by email within seven working days from close of competition. **If you do not receive an acknowledgement, please contact the Utility Regulator on 028 9031 1575.**

It should be noted that the Utility Regulator may use reserve lists to fill similar, suitable posts within 12 months of the competition.

Candidates with a disability who require assistance will be facilitated upon request. Candidates who wish to receive the information pack in accessible formats are requested to advise of their requirements as promptly as possible allowing for the fact that the closing date for receipt remains the same for all applicants as noted above.

### Monitoring Form

The Utility Regulator monitors applications for employment in terms of community background, sex, disability and race. You should note that this information is regarded as part of your application and failure fully to complete and return this part of your application will result in disqualification.

The use and confidentiality of community background information is protected by the Fair Employment and Treatment (Northern Ireland) Order 1998. It will be used only for monitoring, investigations or proceedings under the requirements of the above legislation.

The Utility Regulator is committed to equality of opportunity and welcomes applications from all suitably qualified applicants irrespective of age, sexual orientation, marital status/civil partnership, dependants, religious belief, political opinion, gender reassignment, race, sex or disability.

### Job Applicant's Privacy Notice

The Utility Regulator is the data controller of the personal information you provide to us as an individual seeking employment. This means the Utility Regulator determines the purposes for which and the manner in which any personal information relating to a candidate's application and the recruitment procedure generally is processed. We are required under the General Data Protection

Regulation (GDPR) to notify you of the information contained in the Utility Regulator Job Applicant's privacy notice. This privacy notice describes how we collect and use personal information during the recruitment process and afterwards in accordance with the GDPR and can be downloaded in full from <https://www.uregni.gov.uk/publications/gdpr-privacy-notice>

## Applications

In order to help you make this application and ensure that each applicant is provided with the same opportunity, the following advice is offered:

- Do not use acronyms, complex technical detail etc. Write for the reader who will probably not know your employer or your job. Include concise examples and be sure you can expand on these at interview.
- Listing the titles of the various jobs which you have held will not show how you meet the criteria. The panel will not make assumptions about skills and experience gained from these or the nature/name of the organisation.
- Write down clearly your personal involvement in any experience you quote. Write "I" statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out the piece of work that the panel will be interested in.
- Identify relevant examples – this is very important as the examples which you provide may be checked out at interview and you may need to be prepared to talk about these in detail if you are invited to interview. It is your unique role the panel are interested in, not that of your team.

An application form is designed to ensure that applicants provide the necessary information to determine how they meet the eligibility/short listing criteria required for this post. The panel may decide to interview only those applicants who appear, from the information they have provided on their application, to be most suitable in terms of relevant experience and ability.

Please note to ensure equality of opportunity for all applicants:

- On the application form you have been advised of the maximum space available for each question, this is the same for all applicants and must not be altered (except to delete spaces created when you type in your answer).
- CVs, letters, additional pages or any other supplementary material in place of, or in addition to completed application forms will not be accepted.
- Applicants must complete the application form in either font size 10 to 12, or legible hand writing using black ink. The same limitations on space apply.
- Information in support of your application will not be accepted after the closing date for receipt of applications. Incomplete application forms will not be considered. Application forms received after the closing deadline or reformatted application forms will not be accepted. Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to the Utility Regulator. Any application where there is any shortfall in postage will not be accepted.
- Applicants who send their application form electronically are also required to meet the closing deadline for receipt in this office. Please note that the time of receipt will be defined by the Utility Regulator server, not the time and date sent. You must also follow-up by sending a paper copy by post along with your equal opportunities monitoring form and these must arrive within a week of the closing date. Your electronic copy will be used for shortlisting, not the paper copy.



- Only the details provided by you on your application form (the employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining eligibility and shortlisting for the post.

### Eligibility Sift

After the closing date, the first stage in the selection process will be to conduct a sift of completed application forms against the essential eligibility criteria. You must demonstrate on the relevant page of the application form how you meet the criteria stated. If you do not fully demonstrate how you meet each of the eligibility criteria you will not be progressed to the next stage of the process. **You will be notified of the outcome (successful/unsuccessful) by email.**

### Shortlist

If further short listing is required, the next stage would be to conduct a sift against the desirable criteria. In the event of a large volume of applicants, scored shortlisting against the eligibility criteria may also be used to form a final shortlist.

### Interview

Following shortlisting, it is intended that the selection process will involve an interview against the key skills for the role. Panels may test any aspect of either the essential or desirable criteria, or both. Additional stages to the selection process may be required. **It is intended that the interview process will take place in Belfast week commencing 24 June 2019. You will be notified of the outcome (successful/unsuccessful) by email.**

The Utility Regulator's statutory remit and organisational structure is continuing to evolve. It is therefore quite possible that the scope of the advertised role may evolve significantly with consequential changes to the job description.

### Disability requirements at interview

We will ask on the application form if you require any reasonable adjustments (special requirements), due to disability, to enable you to attend interview. Details of any disability are only used for this purpose and do not form any part of the selection process.

If you have indicated on your application that you have a disability and are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please email [recruitment@uregni.gov.uk](mailto:recruitment@uregni.gov.uk)

### Further Information

Further information about the work of the Utility Regulator can be gained by visiting <http://www.uregni.gov.uk>

Should you have any further queries about the recruitment and selection process then call the Utility Regulator on 028 9031 1575.

### Checklist for Applicants

- Application Form
  - ☐ Emailed by closing date
  - ☐ Hard copy posted to HR (confirmed in email sent with submitted application form)
- Equality Monitoring Form
  - ☐ Hard copy posted to HR (sealed envelope)

## 6. Terms of Appointment

The following headline terms will subsequently be included (amongst other terms and conditions) in a written contract of employment between you and the Utility Regulator.

### Salary

**One vacancy is a permanent position and one vacancy is a 15 month fixed term role to cover maternity leave** (with an option for UR to offer an extension should the business need exist at the end of the period). **The starting base salary will be in the range of £38,130 – £47,662 p.a.** The successful applicant will normally be offered the first point on the salary scale. You will be paid monthly in arrears via Bankers Automated Clearing Service (BACS).

### Pension

Staff employed by the Utility Regulator are civil servants and as such are automatically enrolled into the Northern Ireland Civil Service pension arrangements. Information about pensions can be found at [www.finance-ni.gov.uk/civilservicepensions-ni](http://www.finance-ni.gov.uk/civilservicepensions-ni).

### Place of Work

The postholder will be an employee of the Utility Regulator and will be based at Queens House, Queen Street, Belfast.

### Hours of Work

This is a full-time appointment. The offices of the Utility Regulator are open for business between the core hours of 7am and 7pm Monday – Friday. **Staff may avail of “flexi-time” with flexible start and finish times outside the core hours of 10am to 4pm.** Due to the nature of your position you may be required to work such additional hours over and above your standard hours as may be necessary for the proper fulfilment of your duties for which no additional payment will be made.

### Holiday Entitlement

Holiday entitlement will be pro-rated based on 25 days per annum (increasing to 30 days after 2 years' continuous service) and 12 public and privilege holidays.

*Within your current role, if you have already attained annual leave of 30 days by dint of service with the NI or GB Civil Service, your holiday entitlement will be 30 days from your commencement date (pro-rated).*

### Probationary Period

There will be a probationary period of 6 months and continued employment will be dependent on the outcome of this probationary review. During the probationary period your performance will be regularly monitored and the Utility Regulator reserves the right to extend your probationary period for such further period or periods as it considers reasonably necessary to assess your performance further.

### Additional Information

Successful candidates must obtain a basic disclosure certificate from AccessNI prior to commencement of employment and may be required to attend a medical examination. Full details will be provided with your offer of employment.

As an employee of the Utility Regulator you will be subject to various office policies, for example, rules on shareholdings, conflicts of interest, and future appointments.

The Utility Regulator is an Equal Opportunities Employer.