



## **Guide for Applicants**

### **2 x Analysts (Wholesale Markets)**

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

**Closing Date:** 2pm on Thursday 17<sup>th</sup> June 2021

**Interview Dates:** Fortnight commencing 28<sup>th</sup> June 2021

## Contents

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 John French, 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.*

*Electricity, Gas, and Water are essential services that support all homes and business in Northern Ireland. As an economic regulator, our role is to enable, incentives and hold energy and water companies to account for providing the very best for consumers and society both now and in the future.*

*We are ambitious about the future and we are looking for passionate people who can help us achieve our goals, and actively display our organisational values.*

*I want to make the Utility Regulator the best place to work. To be successful in this, we need to recruit the best candidates from a range of backgrounds. Recently, we have been successful in achieving IIP Silver, and we have gained accreditation with the Diversity Mark and the Disability Committed programmes. This highlights our ongoing commitment to staff wellbeing, inclusion and excellence.*

*This recruitment is focused on the appointment of analysts to work in the Wholesale Markets Directorate. This role will involve working in a dynamic environment, alongside colleagues from a variety of backgrounds, to provide analysis and advice that will assist the operation and development of the wholesale electricity market.*

*Thank you for your interest in joining the Utility Regulator. We look forward to receiving your application.*



**John French**  
**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 chair (Dr Bill Emery) and four other members (Teresa Perchard, Jon Carlton, Alex Wiseman, David De Casseres and Claire Williams), plus the Chief Executive, John French. The office currently employs approximately 92 staff.

The Chief Executive heads our Senior Management Team (SMT). The SMT also currently includes the Directors for Retail Markets, Wholesale Markets, 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 organisation, its strategy and 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.

### **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 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)

### **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)

### **Networks and Markets**

The Networks and Markets Directorate is structured to achieve synergies and efficiencies by taking a cross utility approach to our regulation. This applies 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.

### **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)

### **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

**Role:** Analyst  
**Location:** Belfast N. Ireland  
**Group:** Wholesale  
**Reporting to:** Regulation Manager

#### Terms and Conditions:

**Contract:** Permanent, full time  
**Hours:** 37 hours per week (UR operates a flexi-time system)  
**Salary:** £38,893-£48,615 per annum  
**Pension:** Northern Ireland Civil Service pension arrangements  
**Holidays:** 25 days plus 12 public and privilege days

#### Role Purpose:

Working within the Wholesale Markets Directorate, you will provide analysis and advice relating to the regulation of the wholesale electricity market.

You will work across a variety of functions within a team-based environment and contribute to the delivery of Utility Regulator's aims and objectives by analysing and advising on issues relating to the regulation of the electricity sector and the Single Electricity Market (SEM). This role is well suited to persons with excellent analysis skills such as those with an engineering, economics, finance, legal or similar background. Any experience in working in electricity markets will also be valuable but not essential.

#### Key Contacts:

**Internal:** Senior Leadership team,, Director, other colleagues within the Wholesale Markets directorate, in-house Legal Counsel and other (UR) staff as required.

**External:** CRU, Ofgem, Consumer Council, DfE, BEIS and key staff within the regulated companies

Key Areas	Key Tasks
<b>Strategic</b>	<ul style="list-style-type: none"> <li>• Provide analysis and advice to assist the strategic development of the wholesale electricity market, in the context of changing climate and policy objectives.</li> <li>• Working with colleagues in the Commission for Regulation of Utilities (CRU) contribute to policy development in relation to the SEM.</li> <li>• Develop and maintain an awareness of Northern Ireland, UK and EU policy and best practice in relation to electricity regulation.</li> <li>• Develop and maintain an awareness of legal issues and risks relating to electricity regulation.</li> </ul>
<b>Operational</b>	<ul style="list-style-type: none"> <li>• Support the delivery of consultation and decision processes required for the operation of the wholesale electricity market.</li> <li>• Act as a technical expert on areas of specific responsibility and provide expert advice and guidance to Senior Management, colleagues and stakeholders.</li> <li>• Produce research and analysis to support policy decisions.</li> <li>• Communicate effectively with Senior Management, colleagues and external stakeholders on areas of specific responsibility.</li> </ul>

	<ul style="list-style-type: none"> <li>• Draft documentation and reports as required by the Utility Regulator.</li> <li>• Act as a member of specific project teams as defined by Senior Management. This will involve providing team input, which may include research, analysis and constructively challenging other team member contributions.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Lead specific projects as required.</li> <li>• Demonstrate accountability and strong focus on delivery in your role within Wholesale.</li> <li>• Demonstrate importance of collaborative approach by working closely with other branches within the Utility Regulator and other key stakeholders.</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 Wholesale 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 Wholesale 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>
<b>Customer Services</b>	<ul style="list-style-type: none"> <li>• Respond to external queries and 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>

*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.*

## 4. Selection Criteria

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

### Essential Criteria

1. At least 2 years demonstrable experience in successfully analysing policy, economic and/or technical considerations relevant to a policy environment, such as the energy sector.
2. Proven experience of providing support and advice as a 'subject matter expert' on areas of specific responsibility while working in a complex environment (for example, in relation to engineering, economic or legal matters).
3. Proven experience of communicating effectively (both written and verbally) with colleagues and external stakeholders.
4. Ability to demonstrate an understanding of and commitment to workplace values that align to those of the UR.

### Desirable Criteria

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

1. Experience that demonstrates an understanding of the legal and policy context facing the Utility Regulator.
2. Experience of working on issues that impact on wholesale electricity markets.

### Key Skills & Competencies

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

Professional Knowledge/Skills	<ul style="list-style-type: none"> <li>Ability to develop knowledge as “expert” in work area.</li> </ul>
Analytical Rigour	<ul style="list-style-type: none"> <li>Strong analytical skills.</li> <li>High level of attention to detail and accuracy.</li> <li>Ability use analysis to resolve problems.</li> </ul>
Governance	<ul style="list-style-type: none"> <li>Ability to apply best practice and work within policy and governance.</li> </ul>
People	<ul style="list-style-type: none"> <li>Strong communication and interpersonal skills.</li> <li>Strong alignment to workplace values.</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>High level of negotiation and influencing skills.</li> <li>Ability to constructively challenge.</li> </ul>
Strategic thinking & Delivery	<ul style="list-style-type: none"> <li>Ability to take ownership of work streams and drive forward to conclusion with minimum supervision.</li> <li>Ability to think creatively, to innovate and resolve problems.</li> </ul>
Managing Resources	<ul style="list-style-type: none"> <li>Ability to balance competing demands effectively.</li> <li>Work well under tight deadlines, appropriate guidelines and legal requirements.</li> </ul>

### Competency Framework

You may wish to consider the UR Competency Framework when completing your application. A copy is attached to this recruitment pack



## 5. The Recruitment and Selection Process

### How to Apply

Completed application forms must be received by **2pm on Thursday 17<sup>th</sup> June 2021**.

**Please submit your application form by email. A typed or scanned signature will be accepted. Please submit your completed equal opportunities monitoring form in a separate email labelled clearly “Monitoring Form” in the subject line.** 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 the UR 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)

Applications will be acknowledged by email within seven days from close of competition. **If you do not receive an acknowledgement, please contact the Utility Regulator at [recruitment@uregni.gov.uk](mailto:recruitment@uregni.gov.uk) 07805 819 666 or 07794 965 909.**

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.

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

***This exercise may be used to fill similar suitable fixed term roles.***

### 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-notices>

### 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 each of the criteria stated. If you do not fully demonstrate by example how you meet each of the eligibility criteria, you will not be progressed to the next stage of the process.** Please note: the panel will not refer to the employment history section to demonstrate a requirement for a number of years' experience.

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 assessment and interview against the criteria and 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 the fortnight commencing 28th June 2021. However, this will be subject to Executive guidance on COVID-19 restrictions and candidates will be informed of interview arrangements closer to the time. 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 possible that the scope of the advertised role may evolve 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 found at <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
- 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

**This is a permanent, full-time post. The starting base salary will be in the range of £38,893 - £48,615 per annum 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/topics/working-northern-ireland-civil-service/civil-service-pensions-ni](http://www.finance-ni.gov.uk/topics/working-northern-ireland-civil-service/civil-service-pensions-ni)

### Mobility

Excluding secondment opportunities, the Utility Regulator employment does not confer any right of mobility or transfer to a position in any other part of the Northern Ireland Civil Service (including any government department or agency) or to any non-departmental public body or other public body.

### Place of Work

The postholder will be an employee of the Utility Regulator and will be based at Queens House, Queen Street, Belfast. ***Please note that, this will be subject to Executive guidance on COVID-19 restrictions and staff are currently working from home.***

### Hours of Work

**This is a full-time appointment.** The offices of the Utility Regulator are open for business between the hours of 7am and 7pm Monday – Friday. **Staff may avail of “flexi-time” provided that it meets with the business need, 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 (37 hours excluding meal breaks) 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

Those applicants who are being considered for appointment will be contacted by the Utility Regulator and will be asked to complete the AccessNI application form for a **Basic Disclosure Certificate**. Full details will be provided with an offer of employment.

Instructions on the process can be accessed from [www.nidirect.gov.uk/accessni](http://www.nidirect.gov.uk/accessni).

You should not put off applying because you have a conviction. We deal with all criminal record information in a confidential manner, and information relating to convictions is destroyed after a decision is made. Criminal Record information is subject to the provisions of the Rehabilitation of Offenders (NI) Order 1978.

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.

### **Right to Work and Nationality Requirements**

The Utility Regulator must ensure that you are legally entitled to work in the United Kingdom and satisfy the Nationality requirements for appointment. Applicants must be either:

- (i) A UK national; or
- (ii) National of the Republic of Ireland; or
- (ii) A Commonwealth citizen; or
- (iii) A British Protected Person; or
- (iv) An EEA national; or
- (v) A Swiss National; or
- (vi) A person who is not an EEA or Swiss national, but is a family member of an EEA national who has moved to the UK from another EEA Member State for an approved purpose.

Further guidance on Nationality requirements may be obtained from the Home Office website, [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk)

The Utility Regulator is an Equal Opportunities Employer.