



Guide for Applicants

1 x Fixed Term Analyst Retail

Key Dates for Applicants

Closing Date: 2pm on Wednesday 26th February 2020

Interview Dates: w/c 9th March 2020 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 expert and objective and 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 working in regulation, to join the Retail team. The role is well suited to persons with strong quantitative and qualitative analytical skills paired with excellent communication and interpersonal skills. The role will sit within the Markets group.

May I take this opportunity to thank you for your interest in the competition to fill this 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 chair (Dr Bill Emery) and four other members (Teresa Perchard, Jon Carlton, 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, 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

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

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

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

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

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
Group: Retail
Reporting to: Retail Manager

Terms and Conditions:

Contract: Fixed term (up to 12 months maternity cover).
Hours: Full time 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 directorate you will provide analysis and policy advice relating to the regulation of the electricity, gas and water sectors. You will work within a team-based environment and contribute to the delivery of Utility Regulator aims and objectives in these sectors. Reporting to a Manager within the Retail Directorate, the initial focus of the role, will be appraisal and assessment of regulated company proposals and associated outcomes. You will also assist in business planning and the development of policy in respect of regulated industries.

Your work will include engagement with consumers, consumer representatives, government, regulated industries and regulators at both operational and corporate level. You will also assimilate complex information, formulate policy recommendations and present these to external stakeholders.

This role is well suited to persons with strong, numerical, analytical, financial and policy advice skills.

Key Contacts:

Internal: Head of Branch, Retail Director, other colleagues within the Retail Directorate, in-house Legal Counsel and other (UR) staff as required.

External: Key staff from the regulated companies, other regulatory bodies (including Ofwat, Ofgem, CRU, WICS and the CMA), the Consumer Council and consumer representatives, government departments (primarily DfE and DfI) and Utility Regulator legal advisors and consultants.

Key Areas	Key Tasks
Strategic	<ul style="list-style-type: none"> • Provide analysis and advice to help development, monitor, review and challenge relevant submissions made by regulated companies. • Develop, monitor and review financial models used in setting revenues and prices for energy and water regulation. • Verify tariff proposals are consistent with regulatory determinations and objectives. • Review and provide advice on the development of policies by the UR and other stakeholders which will impact on future expenditure • Work with stakeholders on the development of robust policies and guidance. • Maintain a consumer focus, assessing proposals on the basis of consumer needs, benefits and experience. • Awareness of legal risks and issues relating to energy and water regulation.
Operational	<ul style="list-style-type: none"> • Provide ongoing quantitative and qualitative analysis of relevant matters including the financial aspects of price controls and tariffs relating to energy and water regulation.

	<ul style="list-style-type: none"> • Undertake literature review, data collection and analysis to support the development of regulatory policy in the energy and water sectors including licence change and associated consultation. • Draft documentation as required by the UR. Prepare regular and specific reports, papers and presentations. • 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's contributions. • Build and maintain an awareness of best practice both within the energy/water industry and related industries both locally and internationally. • Develop and/or maintain a good understanding of the principles and practices within the organisation and the industry. • Develop and/or maintain a good understanding of related external issues and how they apply to their specific area of policy expertise. • Engage constructively with a broad range of stakeholders including consumers, consumer representatives, other regulators and government in pursuit of UR objectives.
Leadership	<ul style="list-style-type: none"> • Lead specific projects as required. • Demonstrate importance of collaborative approach by working closely with other branches within the UR and other key stakeholders.
Financial Management	<ul style="list-style-type: none"> • Ensure work objectives are delivered within agreed timescales and budgets.
Health & Safety	<ul style="list-style-type: none"> • Demonstrate responsibility for your own health and safety and that of those with whom you work. • Contribute to an environment where Health and Safety is promoted and responsibility taken for resolving any issues within the Retail team.
Risk Management	<ul style="list-style-type: none"> • Contribute to the identification of risks, implement and manage appropriate measures to minimise risk within the Branch and inputting onto the Risk Register as required.
Customer Services	<ul style="list-style-type: none"> • Respond to external queries and consultations as appropriate.
Equality	<ul style="list-style-type: none"> • Contribute to the promotion of equality of opportunity within the UR and in the performance of your duties. • Contribute to the directorate's equality screening duties where appropriate and in line with Section 75 duties.
Networking	<ul style="list-style-type: none"> • Develop effective working relationship with the senior management team and key members of the regulated companies to ensure effective regulation. • Build relationships with key stakeholders in relation to e.g. asset management, strategy and policy development.

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

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

Essential Criteria

1. Financial and/or numerical experience in a complex business or relevant industry.*
*Relevant industry: energy or water sector or working in regulation.
2. Proven ability to analyse written information from a wide variety of sources in a complex business or regulatory environment.
3. Proven experience of making decisions either alone or as part of a team based on sound analysis of complex information.
4. Excellent organisational skills and proven track record of working to tight deadlines and with a high degree of individual responsibility.

Desirable Criteria

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

1. Proven knowledge and experience in undertaking financial analysis using financial models.
2. Understanding of the local regulatory scene and the key features of UK 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.

- Strong analytical skills.
- High level of attention to detail and accuracy.
- High level of negotiation and influencing skills.
- Strong communication and interpersonal skills.
- Ability to balance competing demands effectively.
- Ability to take ownership of work streams and drive forward to conclusion with minimum supervision.

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 Wednesday 26th February 2020**.

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

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

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 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 competitions.

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-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 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 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. **The panel will appoint the successful candidate to the Retail department.**

It is intended that the interview process will take place in Belfast week commencing 9 March 2020 in Queens House, Belfast. 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

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
 - ☐ 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

This is a full-time, fixed term post to facilitate cover for a period of 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 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

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 fixed term (maternity cover) appointment up to 12 months. 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

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.