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| **Application Form** | |
| **Job Title:** | **Regulation Analyst** |
| **Salary: £39,969- £49,961 per annum**  **Closing Date: 2.00pm, Monday 31 January**  **Assessment/Interview Date:** **Weeks commencing 07 & 14 February 2022**  Applicants should use this form only and should not submit supplementary material such as a CV | |

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

Please submit your completed application form by email to [recruitment@uregni.gov.uk](mailto:recruitment@uregni.gov.uk) . A typed or scanned signature will be accepted. Please submit your completed equal opportunities monitoring form in a separate email labelled clearly “Monitoring From” in the subject line.

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

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

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

**PLEASE DO NOT EXPAND PAGES BEYOND THAT INDICATED UNDER EACH OF THE CRITERIA IN THE BOXES BELOW.** *Other alterations of the form may result in disqualification.*

**Personal Details**

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

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

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| * ***Please tell us if you have a disability or a medical condition and need any special requirements or adjustments at interview?*** |
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* ***The UR also intends to fill a number of fixed term posts from this competition. Where candidates indicate they would take up a fixed term position, these will be filled on a merit basis, after the permanent posts have been filled.***

***Would you like to be considered for a fixed term position?*** **YES / NO (delete as appropriate)**

* ***The UR are open to considering a number of options such as part-time/flexible opportunities, in addition to the standard full-time working arrangements. Please tell us if you would like to be considered for flexible arrangements:***

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*Please note that this information will not be shared with the panel until the outcome of the process is complete. Individual requirements will be negotiated with successful the candidate.* ***If you wish to be seconded, you should ensure the support of your employer prior to application.***

Where did you  ***first*** hear/read about this vacancy?

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

Nijobs

Linkedin

Utility Regulator website

Utility Regulator employee

Totaljobs/Irishjobs

Other (please specify)

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

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

**Additional Information:**

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

**Declaration**

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

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

**Signature:**

**Date:**

/ /

*You may sign electronically and submit by email.*

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

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

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

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

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

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| Information for Sifting and Shortlisting Purposes  The following section asks you to outline your experience in relation to the essential criteria and desirable criteria as specified in the Guide for Applicants.  **To demonstrate how you meet each of the criteria, please provide examples.** |
| **Essential Criteria 1**  *Please provide an example(s) that demonstrates at least two years’ experience in successfully analysing and advising on policy, economic and/or technical considerations relevant to a policy environment or regulated sector.*  *Do not expand beyond* ***one*** *page* |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 2**  *Please provide an example(s) that demonstrates proven of experience of analysing and distilling complex written, numerical information and/or large data sets from a wide variety of sources to support development and delivery of business decisions or policy objectives.*  *Do not expand beyond* ***one*** *page* |

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| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 3**  *Please provide an example(s) that demonstrates excellent organisational skills and proven experience of taking individual responsibility working on a number of tasks or work streams at any one time while actively managing deadlines.*  *Do not expand beyond* ***one*** *page* |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 4**  *Please provide an example(s) that demonstrates your proven experience of communicating effectively in challenging situations and developing positive and trusted relationships with internal and external stakeholders.*  *Do not expand beyond* ***one*** *page* |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 5**  *Please provide an example(s) that demonstrates your ability to demonstrate by examples, an understanding of and commitment to workplace values that align to those of the UR. \*\**  *\*\* UR Mission, Vision and Values can be found on page 3 of the Guide for Applicants.*  *Do not expand beyond* ***half*** *a**page* |

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| Information for Sifting and Shortlisting Purposes |
| **Desirable Criteria 1**  *Please provide an example(s) that demonstrates proven experience of project management.*  *Do not expand beyond* ***half*** *a**page* |
| Information for Sifting and Shortlisting Purposes |
| **Desirable Criteria 2**  *Please provide an example(s) of ability to demonstrate a developed understanding of the features of utility regulation in Northern Ireland/Republic of Ireland/Great Britain.*  *Do not expand beyond* ***half*** *a**page* |