

Guide for Applicants

HEAD OF FINANCE AND PERFORMANCE

Key Dates for Applicants

Closing Date 2:00pm on Tuesday 7 June 2022

Interview/Assessment Dates To be confirmed

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 **Head of Finance and Performance** 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, incentivise and hold energy and water companies to account for providing the very best levels of service and price for consumers and society both now and in the future.

We are ambitious about the future of the organisation and we are looking for passionate people who can help us achieve our goals and energetically 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 appointment of a **Head of Finance and Performance** who will be responsible for leading on all financial matters including budget setting and monitoring, financial compliance, planning and reporting, dealing with central government funding and reporting requirements, management of risk, procurement and organisational performance monitoring. The role involves active engagement with teams across the organisation and actively contributing to the delivery of Utility Regulator's values, aims and objectives.

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 Utility Regulator

Who We Are

We are the independent non-ministerial government department responsible for regulating Northern Ireland's (NI) electricity, gas, water and sewerage industries, to promote the short and long-term interests of consumers.

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.

Our statutory role is to ensure the electricity, gas and water utility industries in NI are regulated and developed within ministerial policy as set out in our statutory duties.

We are governed by a publicly appointed Board and accountable to the NI Assembly through financial and annual reporting obligations.

We have currently have the following key functional areas: Networks, Wholesale, Retail and Consumer Protection and Corporate Affairs.

We want to develop a workforce that is motivated and empowered to make a difference.

What we do

Our statutory objectives are to:

- Protect the short and long-term interests of electricity, gas, water and sewerage consumers with regard to price and quality of service;
- Promote a robust and efficient water and sewerage industry, where appropriate to deliver high quality services;
- Promote competition, where appropriate, in the generation, transmission and supply of electricity; and
- Promote the development and maintenance of an economic and coordinated natural gas industry.

Our work involves:

- issuing and maintaining licences for gas, electricity and water companies to operate in Northern Ireland;
- making sure that these companies meet relevant legislation and licence obligations;
- challenging these companies to keep the prices they charge as low as they can be;
- encouraging regulated companies to be more efficient and responsive to customers;
- working to encourage competition in the gas, electricity, water and sewerage services markets;
- setting the standards of service which regulated companies provide to customers in Northern Ireland; and
- acting as an adjudicator on certain customer complaints, disputes and appeals.

We hold concurrent competition law powers and are NI's competition authority for its electricity, gas, water and sewerage industries.

We are uniquely placed as the United Kingdom's (UK) only cross-utility regulator. This creates both challenges and opportunities which we are keen to maximise and address as we go forward.

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

In order to help us protect the interests of electricity, gas and water consumers in NI we work with a range of partner organisations. These include:

- NI Executive and Assembly;
- NI government departments, including the Department for the Economy (DfE), Department of Finance (DoF) and Department for Infrastructure DfI);
- Energy and water utility companies;
- The Consumer Council for Northern Ireland (CCNI) whose role as an advocate for consumers is complementary to our regulatory powers;
- Government departments and bodies in Great Britain (GB) including OFGEM, OFWAT and the Water Industry Commission for Scotland and the Republic of Ireland, including the Commission for Energy Regulation (CRU); and
- Non-governmental organisations such as the Energy Savings Trust.

3. About the Role

Role:	Head of Finance and Performance
Directorates:	Corporate Affairs
Reporting to:	Director of Corporate Affairs
Reports:	1 x Finance Manager (direct) 2 x Finance Officers (indirect)

Terms and Conditions:

Contract:	Permanent, however flexible working arrangements will also be actively be considered
Hours:	37 hours per week (alongside our flexi-time system)
Salary:	£57,306 to £68,698 per annum
Pension:	NI Civil Service (NICS) pension arrangements
Holidays:	25 days (rising to 30 days after 2 years) and an additional 12 public and privilege days

We will create a reserve list from this competition in order to fill any additional suitable similar manager roles across the organisation.

Role Purpose:

Working as Head of Finance and Performance, you will head and actively manage a small finance team providing a wide range of services covering budgets, accounts, supplier payments and receipts, liaison with DoF to secure public expenditure cover, procurement of tenders, risk, organisational performance reporting and processing of payroll. In addition, you will play an active role in ensuring we maintain the highest standards of probity and compliance with public sector governance requirements.

You will work with colleagues across a variety of functions and contribute to the achievement of our work plan, aims and objectives by managing key corporate functions, successful delivery of which are essential if we are to maintain our reputation for operating to the highest possible standards of governance and probity.

You will also develop, maintain and manage positive relationships and represent us with key stakeholders.

You will be required to perform such duties as are commensurate with this role and to undertake any other manager level duties as may reasonably be required.

Key Contacts:

Internal:	Board, Audit and Risk Committee (ARC), Chief Executive Officer (CEO), Senior Management Team (SMT), Senior Leadership Team (SLT), directors; heads of function (HoFs), Head of Corporate Services (HCS), internal audit team, in-house Legal Counsel and other staff.
External:	NI Executive and Assembly, NI Audit Office (NIAO), regulatory bodies, DfE, DoF, DfI, CRU, CCNI, external legal advisors, regulated companies and consultants.

Key Areas	Key Tasks
Strategic	• Lead and develop a small finance team delivering a diverse range of finance, performance, risk management, procurement and other relevant finance related processes. • Produce and implement relevant finance, risk and procurement strategies and policies • Manage in-year monitoring and reporting on achievement of corporate objectives through the corporate scorecard.
Operational	• Prepare accurate, regular and specific reports, papers and presentations for SMT, SLT, Board and ARC. • Produce annual resource accounts to faster closing deadlines. • Facilitate and supply information as needed to NIAO auditors • Manage implementation of recommendations identified as a result of the resource accounts audit process. • Develop an annual budget (currently c £9m) for Board approval and co-ordinate the profiling and management of the budget across all directorates. • Deliver in year budget and performance reporting processes for Board and DoF. • Manage and deliver the Public Expenditure and Supply Estimate processes and requirements, including in year budget monitoring rounds and associated requirements in conjunction with DoF • Implement recommendations arising from internal audit reports covering areas within the responsibility of the finance team. • Maintain and develop our Risk Strategy taking account of latest DoF requirements and contribute to training and awareness. • Maintain corporate and directorate risk registers (in conjunction with SLT) to include opening and mid-year reviews and facilitate discussions requested by Board or ARC. • Manage processing of monthly payroll as instructed by Human Resources including calculations for annual pay awards • Prepare annual pay remit in line with DoF pay remit guidance. • Maintain and develop the Guide to Procurement and Contract Management in line with best public sector practice as set out by Construction and Procurement Delivery (CPD) within DoF and contribute to training and awareness in respect of same. • Manage publication of tender notices and all aspects of the associated procurement process from reviewing business cases and specifications to publication on ETendersNI and selection and award in line with CPD requirements. • Liaise with the HCS on procurement policy development and, in particular, contribute to joint procurement policy arrangements for the Single Electricity Market Committee

	• Oversee development and compliant use of robust project management tools across directorates. • Meet personal/team performance management objectives.
Leadership	• Proactively develop and lead staff and ensure value-for-money in management of all activities. • Develop the Finance Manager (analyst) role to ensure that s/he can cover, as needed, all of the main budget, accounts and public expenditure duties associated with the Head of Finance role. • Ensure staff key objectives are SMART, align with corporate objectives, and that personal development plans and performance reviews are carried out within organisational deadlines. • Engage as a member of the Corporate Affairs Heads of Branch group and contribute to the effective operation of the directorate. • Engage as part of the wider leadership team in order to develop and deliver the UR People agenda (liP and Best Companies). • Proactively develop and lead your team in line with the Utility Regulator's values, mission and objectives. • Develop and deliver appropriate staff training programmes for both the finance team and wider organisation
Financial and Project Management	• Advise directorates in good practice for development of robust business cases and clear specifications for new work requirements • Contribute to a wider understanding of good practice in managing outside resources. • Ensure objectives are delivered to agreed timescales and budgets. • Plan/monitor directorate budget and contribute to others as needed. • Demonstrate best practice in relation to project management.
Health & Safety	• Demonstrate active 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 issues within the directorate.
Risk Management	• Proactively identify, manage and report key risks for your team and contribute to directorate risk discussion and mitigations. • Help identify, implement and manage measures to mitigate risk.
Communication	• Present succinct and convincing papers/presentations to SMT/SLT, Board, ARC and, as needed, external stakeholders. • Deal and communicate authoritatively with industry, business, consumers and their representatives and the public sector. • Ensure all electronic records connected to the finance team are maintained and stored in accordance with file management policies and accessible to colleagues as needed. • Take active responsibility for security of personal data controlled and processed (as defined by the General Data Protection Regulation (GDPR)) within the finance team
Networking	• Develop effective, proactive internal and external working relationships.

Our statutory remit and organisational structure is continuing to evolve. It is therefore quite possible that the scope of the advertised role will evolve significantly with consequential changes to the job description.

4. Selection Criteria

Essential Criteria

This role is well suited to persons with strong analytical and technical skills together with project, people management experience, excellent and balanced interpersonal skills and a strong commitment to good governance.

Please note you will be required to **demonstrate fully** the following essential criteria on the **application form to be shortlisted for interview. These essential criteria may also be tested at interview and assessment stages.**

1. At least five years post qualification membership of one of the following bodies:
 - Chartered Institute of Public Finance and Accountancy
 - One of the Institutes of Chartered Accountants (CAI, ICAEW, ICAS etc.)
 - Association of Chartered Certified Accountants
 - Chartered Institute of Management Accountants
 - Institute of Certified Public Accountants in Ireland.OR equivalent international accountancy qualification.
2. Demonstrable experience of personal responsibility for the preparation of at least three years' annual financial accounts including a robust working knowledge of applying financial reporting standards, auditing standards and methodologies.
3. Demonstrable experience of analysing complex financial and performance information and preparation/presentation of reports and analysis to senior colleagues (including at board level) to inform effective decision making.
4. Demonstrable experience of planning and managing complex annual budgets (of at least £2.5m) for multiple activities taking account of budget constraints.
5. Demonstrable experience of developing and managing a risk management strategy and processes (across an organisation) including the development of risk registers and policies in a complex operating environment.
6. Ability to positively demonstrate by examples, an understanding of and commitment to further workplace values that align to those of the Utility Regulator. *

* UR Mission, Vision and Values can be found on page 4 of this pack.

Desirable Criteria

In the event of a large number of applicants, the following desirable criteria will be used in consecutive order as further short listing criteria. These criteria **should be**

demonstrated on the application form and may be tested further at the interview stages.

1. Proven experience of managing a finance function within a central government context including public expenditure requirements including the Supply Estimates and Public Expenditure budget setting and monitoring processes.
2. Proven experience of managing procurement and tendering processes within a central government policy context.
3. Proven experience of developing and/or managing project management or taking a leading role in work areas to deliver high quality outputs in a complex environment.

Key Skills and Competencies

In addition to satisfying the above essential criteria, **you will be expected to display the following competencies and skills at interview and assessment stages.**

Professional Knowledge/Skills	• Ability to develop knowledge as “expert” in work area. • High degree of individual responsibility. • Professional standard of financial analysis skills using a wide range of best practice methodologies. • Strong understanding of latest IFRS and related standards. • Ability to identify and define relevant public policy issues, • Ability to develop and evaluate policy options and conduct evaluations from an independent and objective viewpoint.
Analytical Rigour	• Ability to use of software for data analysis and forecasting. • High level of attention to detail and accuracy. • Ability use complex analysis to resolve problems. • Ability to make sound judgements, taking into account all relevant legal, financial and economic factors.
Governance	• Ability to apply best practice and work within policy, governance appropriate guidelines and legal requirements. • Ability to demonstrate strong alignment to corporate goals and messages.
People	• Strong communication and interpersonal skills. • Positive alignment with values. • Excellent verbal communication and writing/drafting skills. • Ability to manage talented professional staff, ideally both individually and in teams. • Ability to articulate management approach to issues and evaluate alternative approaches. • Ability to lead, motivate and forge effective relationships at all levels internally, externally and cross functionality. • Strong leadership skills which provide direction and focus for your team and motivate them to achieve results.
Relationship	• High level of negotiation and influencing skills.

Management	• Ability to build positive and trusted relationships with a wide variety of colleagues and external stakeholders. • Ability to positively challenge colleagues and stakeholders at all levels. • Ability to work collaboratively and deliver in partnership. • Ability to present succinctly and convincingly to senior staff. • Ability to communicate effectively with industry, business, consumers, representatives and the public sector. • Ability to conduct negotiations to optimise desired outcomes while safeguarding working relationships.
Strategic thinking & Delivery	• Ability to analyse complex strategic issues. • Intellectual ability to assess strategy effectively, ability to think creatively, to innovate and to resolve problems. • Ability to take personal ownership of workstreams and drive forward to conclusion with minimum supervision. • Ability to think creatively, to innovate and resolve problems. • Ability to contribute and lead to deliver projects. • Plan, drive and deliver a substantial work-load
Managing Resources	• Work well under tight deadlines, taking a high degree of individual responsibility. • Demonstrable experience managing financial resources, tracking budgets, etc. • Ability to demonstrate project management skills, including organisational, time management, risk management and problem solving skills. • Ability to manage talented professional staff, ideally both individually and in teams. • Ability to articulate management approach and evaluate alternative approaches. • Strong leadership skills with the ability to provide direction and focus for team members as well as motivating the team to achieve results.

Competency Framework

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

5. The Selection Process

How to Apply

Completed application forms must be received by **2.00 pm on Tuesday 7 June 2022**.

Please submit your application by email, in MS Word format. 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 you to make sure your application is received before the closing date and we will use the time it is received according to our computer systems, not the time sent from a candidate’s email account.

Applications and queries can be emailed to 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 us at recruitment@uregni.gov.uk 028 90316324 or 028 90316646**

Candidates with a disability who require assistance will be facilitated upon request. If you wish to receive the information pack in an accessible format, you are asked to advise us of your requirements as promptly as possible allowing for the fact that the closing date for receipt remains the same for all applicants as noted above.

We may create a reserve list from this competition in order to fill any suitable similar management roles, which may arise across the organisation within the next twelve months including permanent and fixed term opportunities.

Monitoring Form

We monitor 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.

We are committed to equality of opportunity and welcome applications from 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

We are the data controller of personal information you provide as an individual seeking employment. This means that we determine the purposes for which, and the manner in which, any personal information relating to your application, and the recruitment procedure generally, is processed. We are required under GDPR to notify you of the information contained in our Job Applicant Privacy Notice. This 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 various jobs 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”, or “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 you provide the necessary information to determine how you meet the eligibility/short listing criteria required for this post. The panel may decide to interview only those applicants who appear, from the information provided on the 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.
- You must complete the application form in Arial, font size 12.
- 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 which have been reformatted will not be accepted.
- Please note that the time of receipt of emailed applications will be defined by our computer systems, not the time and date sent.
- 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 essential 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 that 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 shortlisting is required, the next stage will be to conduct a sift against 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 & Assessment

Following shortlisting, it is intended that the selection process will involve a separate assessment and interview stage against the criteria, key skills and competencies for the role. Assessments may be carried out remotely and candidates will be informed of arrangements closer to the time. **It is intended that the interviews will take place in Belfast, dates to be confirmed.**

Panels may test any aspect of either the essential or desirable criteria key skills or competencies. Additional stages to the selection process may be required. You will be notified of the outcome (successful/unsuccessful) by email.

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 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 our work can be found at <http://www.uregni.gov.uk>

Should you have any further queries about the recruitment and selection process then please email recruitment@uregni.gov.uk

Checklist for Applicants

- | | | |
|----------------------------|--------------------------|-----------------------------|
| • Application form | ☐ | Emailed by closing date |
| • Equality Monitoring Form | ☐ | Emailed in a separate email |

6. Working for the Utility Regulator

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

Key Employee Benefits

Your Salary

This is a permanent, full time post, however flexible working arrangements will also be actively be considered. **The starting base salary will be in the range of £57,306 to £68,698 per annum per annum. If you are successful you will normally be offered the first point on the salary scale.** You will be paid monthly in arrears via Bankers Automated Clearing Service (BACS).

Your Pension

If successful, you will be employed by us as a civil servant and be automatically enrolled into the Northern Ireland Civil Service pension scheme. **Employer's contribution for this salary range is 30.7%.** This is a generous defined benefit type pension scheme. Information about pensions can be found at www.finance-ni.gov.uk/topics/working-northern-ireland-civil-service/civil-service-pensions-ni

Your 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 Northern Ireland or Great Britain Civil Service, your holiday entitlement will be 30 days from your commencement date (pro-rated).

Other Non-Salary Benefits

We also offer a range of non-salary benefits include a supportive family friendly environment; flexi-time, flexible working in a hybrid environment, Childcare Voucher Scheme; generous leave including special leave, maternity/paternity entitlement, annual leave and public holidays, wellbeing and employee support programme, supported learning and development, Cycle to Work Scheme/season ticket loan, payroll giving, volunteering opportunities and a culture that supports diversity and inclusion.

STAFF PROFILE Leigh Greer

Manager, Wholesale Markets

Leigh graduated with an honours degree in Law & Accountancy and spent her first six years of working life as an actuarial analyst and a financial analyst in the ferry industry. Leigh joined the Utility Regulator in 2010 as a Networks Analyst, building a new knowledge of electricity regulation. Since then, Leigh has worked across the organisation. In 2014, Leigh transferred to a project team, which developed a new design for the NI/Ireland wholesale market arrangements before spending two years working with the EirGrid Group as a senior regulation specialist. In 2019, Leigh returned to the regulator's office, spending six months in the Retail Consumer Protection team.



Since 2020, Leigh has been a manager in the Wholesale Markets directorate, which spans all-island considerations through regulation of Single Electricity Market (SEM) operations. Leigh leads a high-functioning team with complementary skills including accountancy, economics, business analysis and governance. Leigh's team is guided by a keen observational approach, application of judgement, attention to detail and an appreciation of the legislative framework, which underpins our work. The team works closely with regulatory, industry and government stakeholders on an all-island basis, regulating operations and compliance with detailed wholesale market rules, processing licencing arrangements, conducting price control reviews to ensure that regulated companies are financeable but that consumers are paying no more than is necessary, and assessing generation for security of supply in Northern Ireland.

Leigh says 'I am grateful to have had opportunities to work through a CMA referral, a high profile all-island project, and licensing of new technologies to contribute to NI's energy strategy. I enjoy the fast-paced nature of the work, targeted engagement with a range of parties, a focus on encouraging self-development, and knowing that our work is for the benefit of energy consumers.'

STAFF PROFILE Michael Campbell Retail Regulation

Policy Manager

Michael works as a manager in our team which oversees price controls and tariff reviews for regulated gas and electricity suppliers. He has extensive experience working in utility regulation and has been working in the team for 15 years.



Michael says: 'A big part of my job is interacting with colleagues and regulated companies to help with our analysis. I am leading the team that works on the review of regulated tariffs and this means that I am spending a lot of time looking at financial and cost information.

While looking at financial information might be seen as dull by some I recognise that our work matters in the grand scale of things. At the end of the day my team and I are focused and are making sure, through our analysis and scrutiny, that any changes to prices, that impact on consumers, can be justified.

Other Terms and Conditions

Hours of Work

This is a full-time appointment, however flexible working arrangements will also be actively be considered. Our offices are open for business between the hours of 7am and 7pm Monday – Friday. **You may avail of “flexi-time”** provided it meets with 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. **All staff are currently working remotely from home and this is subject to Executive guidance on COVID-19 restrictions.**

Place of Work

If appointed, you 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 remotely. It is anticipated that we will adopt a hybrid approach to remote/office working and while you may wish to be office based we welcome applicants whose circumstances lend themselves to some degree of remote working.***

Mobility

Excluding secondment opportunities, employment with us **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.

Probationary Period

There will be a probationary period of six 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 we reserve the right to extend your probationary period for such further period or periods as we consider reasonably necessary to assess your performance further.

Additional Information

If you are being considered for appointment you 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.

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 a Utility Regulator employee, 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

Offers of employment will be made on merit. We must ensure that you are legally entitled to work in the United Kingdom (UK). Offers of employment will be made on condition of proof of right to work and pre-employment right to work checks will be conducted. You will need to show us one of the following documents:

- Passport
- National identity card or Home Office registration certificate
- UK Border Agency work document if need permission to work.

As an employer, we can face unlimited fines if we employ illegal workers and need to make sure that no one we employ is working in the UK illegally. However, to protect ourselves against discrimination laws we must treat all job applicants equally. So do not be offended if you are asked to prove your nationality as even UK nationals will be asked to provide proof.

For further support on working in NI, please visit www.nidirect.gov.uk/articles/working-northern-ireland or www.gov.uk/browse/visas-immigration/what-you-need-to-do

Please note that, if your application is shortlisted for interview, you will be asked to provide one of the above documents. Should you fail to do so, you may not be eligible to proceed. The successful candidate will be required to produce the same document in its original format before commencing employment.

UR is an Equal Opportunities and a Disability Confident Employer.