

Guide for Applicants

REGULATION MANAGER

Key Dates for Applicants

Closing Date 2:00pm on 25 July 2022

Contents

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

Section 1 A Message from John French, Chief Executive

Section 2 About Us, Northern Ireland's Utility Regulator

Section 3 About the Role

Section 4 Selection Criteria

Section 5 Recruitment and Selection Process

Section 6 Terms of Appointment

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 **Regulation Manager** within Northern Ireland's Utility Regulator. The role will head up the **Retail Market Regulation and Monitoring** team.

Electricity, Gas, and Water are essential services that support all homes and businesses 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 for a **permanent Regulation Manager** who will be responsible for heading and managing a team of analysts within the Retail Directorate and will provide analysis, research and policy advice relating to the regulation of energy (electricity and gas). The Utility Regulator may create a reserve list from this competition in order to fill any additional suitable, similar Manager roles across the organisation. This is a unique opportunity to play an active role in enabling the organisation to fully support the government's initiatives as part of a consumer-centric net-zero climate change transition. You will have the opportunity to work across a variety of functions within a team-based environment, and actively contribute to the delivery of Utility Regulator 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

The Utility Regulator is the independent non-ministerial government department responsible for regulating Northern Ireland's 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.

Be motivated and empowered to make a difference.

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

We are governed by a publically appointed Board and are accountable to the Northern Ireland Assembly through financial and annual reporting obligations.

We 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 Northern Ireland's competition authority for its electricity, gas, water and sewerage industries.

We are uniquely placed as the UK's 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 Northern Ireland, we work with a range of partner organisations. These include:

- Northern Ireland Executive and Assembly;
- Northern Ireland government departments, including the Department for the Economy and the Department for Infrastructure;
- 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, including OFGEM, OFWAT and the Water Industry Commission for Scotland and the Republic of Ireland, including the Commission for Regulation of Utilities; and
- Non-governmental organisations, such as the Energy Savings Trust.

3. About the Role

Role:	Regulation Manager
Directorates:	Retail Directorate. (Retail Market Regulation and Monitoring). <i>The Utility Regulator may create a reserve list from this competition in order to fill any additional suitable, similar Manager roles across the organisation.</i>
Reporting to:	Director or a Head of Function.
Responsible for:	Directly responsible for a number of analysts.

Terms and Conditions:

Contract:	Permanent, however flexible working arrangements will also be actively be considered
Hours:	37 hours per week (alongside which the Utility Regulator operates a flexi-time system)
Salary:	£57,306 to £68,698 per annum
Pension:	Northern Ireland Civil Service (NICS) pension arrangements
Holidays:	25 days (rising to 30 days after 5 years), and an additional 12 public and privilege days

The Utility Regulator may create a reserve list from this competition in order to fill any additional suitable similar Manager roles across the organisation.

Role Purpose:

Working as a Regulation Manager within the Retail Directorate of the Utility Regulator, you will head and actively manage a team of analysts and provide analysis, research and policy advice relating to the regulation of energy (electricity and gas). In addition, you will play an active role in supporting the Utility Regulator as it supports government initiatives as part of the net-zero climate change transition.

You will work with colleagues across a variety of functions, working on issues within the industry groups and contributing to the achievement of the Utility Regulator's work plan, aims and objectives. You will project manage identified Forward Work Plan objectives including the delivery of work from your team of direct reports and others associated with the project delivery within the Utility Regulator.

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 work areas will involve:

- the operation, and delivery of future development and expansion of, the Retail Market Monitoring, Operations and Compliance functions of the Directorate;
- you will manage the areas of retail market operations, processes and industry groups; retail market monitoring processes and company interactions; including supplier compliance and enforcement matters and consumer queries and complaints handling allocated to you/your team;
- you will also develop, maintain and manage positive relationships and represent the Utility Regulator with key stakeholders.
- manage and deliver specific Retail market projects to improve our regulatory framework

Key Contacts:**Internal:**

Board, Chief Executive Officer, Senior Management Team (SMT), Senior Leadership Team (SLT), relevant directors; Heads of Function (HoFs), relevant colleagues and teams, in-house Legal Counsel and other Utility Regulator staff as required.

External:

Northern Ireland Executive and Assembly, regulatory bodies; Government Departments; The Commission for Regulation of Utilities (CRU), Consumer Council for Northern Ireland (CCNI), Utility Regulator's external legal advisors, regulated companies, market participants, European bodies and consultants as appropriate.

Key Areas	Key Tasks
Strategic	<ul style="list-style-type: none"> • Work with Board, CEO, SMT, SLT and other managers to lead and develop a small team of analysts working to resolve issues and formulate policy. • Assist in the formulation of policy proposals on improving regulation including within the functioning of the electricity and gas markets. • Develop a knowledge of retail market regulation, operations and market/consumer outcomes monitoring; and operation of other regulatory instruments and activities in respect of regulated retail business across electricity and gas, including compliance and complaints issues (or relevant directorate work area). • Proactively support senior management in identifying, developing and realising key strategic objectives at both Northern Ireland and all-island levels.
Operational	<ul style="list-style-type: none"> • Take proactive responsibility for ensuring that identified work is completed. This will necessitate the nurturing of sound working relationships with key internal and external stakeholders. • Draft documentation as required by the Utility Regulator. Prepare accurate, regular and specific reports, papers and presentations for the SMT and SLT. • Actively project manage and oversee research as required by the Utility Regulator including analysis of existing reports and policies to ensure the maximum benefit for the organisation. • Respond in a timely manner to external queries, e.g. those arising from consultation processes or customer queries and complaints. • Maintain a developed awareness of best practice within industry and related industries in Northern Ireland and internationally. • Be an active, direct point of contact between the Utility Regulator and external specialist support.

	<ul style="list-style-type: none"> • Maintain a good understanding of the principles and practices within the Utility Regulator, regulation more generally and the industry. • Maintain a developed understanding of related external issues and how they apply to their specific area of policy expertise. • Meet objectives and performance measures agreed with senior management. • Due to the strong inter-relationships across directorates, keep all relevant parties informed of assigned work programmes. • Communication with stakeholder groups on important issues in relation to a range of relevant matters including retail market operations, best practice, monitoring, industry compliance and complaints (or matters relevant to directorate).
Leadership	<ul style="list-style-type: none"> • Instil within your team, and personally model the Utility Regulator's mission, vision and values. • Proactively develop and lead staff to develop their skills and experience. Ensure value-for-money in management of all activities. • Proactively lead specific project teams as defined by senior management. This will involve overseeing team input which may include research, analysis and constructively challenging other team member contributions. • Ensure staff key objectives are SMART, align with corporate objectives, and that Personal Development Plans and Performance reviews are carried out within deadlines. • 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.
Financial and Project Management	<ul style="list-style-type: none"> • Design or procure consultancy or research support, including a strong grasp of good practice in managing outside resources. • Ensure work objectives are delivered within agreed timescales and budgets. • Plan and monitor the directorate budget and contribute to any others as appropriate. • Display best practice in relation to project management.
Health & Safety	<ul style="list-style-type: none"> • Demonstrate an active responsibility for your own health and safety and that of those with whom you work. • Actively contribute to an environment where Health and Safety is promoted and responsibility taken for resolving any issues within the directorate.
Risk Management	<ul style="list-style-type: none"> • Proactively identify, manage and report key risks for your area of responsibility and contribute to directorate risk register discussion and mitigation measures. • Help to identify, implement and manage appropriate measures to mitigate risk.
Communication	<ul style="list-style-type: none"> • Present succinct and convincing papers and presentations to senior staff, board and external stakeholders.

	<ul style="list-style-type: none"> • Professionally represent the Utility Regulator's views on topics within your area of responsibility to other organisations and in public forums. • Deal and communicate authoritatively and effectively with industry, business, consumers and their representatives and the public sector.
Networking	<ul style="list-style-type: none"> • Develop effective and proactive working relationship with SMT, SLT and key staff within the regulated companies to ensure effective regulation. • Build positive relationships with key stakeholders and external counterparts in relation to strategy and policy development etc.

Our statutory remit and organisational structure are 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 strong interpersonal skills and awareness of good governance. Experience in energy, water and/or economics, finance; engineering or other related profession will also be valuable.

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 4 years' demonstrable experience in successfully analysing and advising on policy, economic and/or technical considerations relevant to a regulated sector in conjunction with industry, consumer groups and government departments.
2. Proven experience of undertaking innovative and complex analysis resulting in the delivery of significant outcomes for shareholders and/or consumers.
3. Proven experience of project management, or taking a leading role in work areas, to deliver high quality outputs in a complex environment or with competing pressures.
4. Proven experience of building positive trust-based relationships and working constructively with internal and external key stakeholders to present information persuasively, including demonstrable experience of high-end interpersonal and communications skills.
5. 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. Ability to demonstrate a developed understanding of the features of utility regulation in Northern Ireland/Republic of Ireland/Great Britain through experience or prior knowledge.
2. Ability to demonstrate leading and developing a team, undertaking staff and performance management.

Key Skills and Competencies

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

Professional Knowledge/Skills	<ul style="list-style-type: none"> • Ability to develop knowledge as an “expert” in work area. • High degree of individual responsibility. • Professional standard of regulatory analysis skills using a wide range of best practice methodologies. • Knowledge and understanding of principles of the utility industries and their regulation. • Understanding of the broad background to the UK tradition of utility regulation. • Ability to identify and define public policy issues relevant to the work of a utility regulator. • Ability to develop and evaluate policy options, and conduct such evaluation from an independent and objective viewpoint.
Analytical Rigour	<ul style="list-style-type: none"> • Ability to use of software tools for data management, analysis or modelling. • 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 technical, legal, financial and economic factors.
Governance	<ul style="list-style-type: none"> • Ability to apply best practice and work within policy, governance appropriate guidelines and legal requirements. • Ability to demonstrate appreciation of the broad principles of corporate finance. • Ability to identify and manage risks. • Ability to demonstrate strong alignment to corporate goals and messages.
People	<ul style="list-style-type: none"> • Strong communication and interpersonal skills. • Positive alignment with the Utility Regulator’s values. • Excellent verbal communication and writing/drafting skills. • Ability to manage talented professional staff, ideally both individually and in teams. • Ability to articulate management approaches and evaluate alternative approaches. • Ability to lead, motivate and forge effective relationships at all levels internally, externally and cross functionality. • Strong leadership skills with the ability to provide direction and focus for team members as well as motivating the team to achieve results.
Relationship Management	<ul style="list-style-type: none"> • High level of negotiation and influencing skills. • Ability to develop and build positive and trusted relationships with a wide variety of colleagues and external stakeholders.

	<ul style="list-style-type: none"> • 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 represent the Utility Regulator's views on topics within your area of responsibility to other organisations and in public forums. • Ability to communicate authoritatively and effectively with industry, business, consumers and their representatives and the public sector. • Ability to prepare and conduct negotiations through processes that optimise your ability to deliver desired outcomes while safeguarding future working relationships.
Strategic thinking & Delivery	<ul style="list-style-type: none"> • Ability to analyse complex strategic issues. • Intellectual ability to assess strategy effectively and ability to think creatively, to innovate and resolve problems. • Ability to take personal ownership of work streams 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	<ul style="list-style-type: none"> • Work well under tight deadlines and with a high degree of individual responsibility. • Demonstrable experience of designing or procuring consultancy or research support, including a strong grasp of good practice in managing outside resources. • Demonstrable experience of 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 the Utility Regulator's 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 25th July 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 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

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 028 90316324 or 028 90316646**

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.

The Utility Regulator 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 12 months, including permanent and fixed term opportunities.

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.
- 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.
- Please note that the time of receipt of emailed applications will be defined by the Utility Regulator's 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 the 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: 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 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.

Assessment and Interview

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

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 ask on this 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 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 please email recruitment@uregni.gov.uk

Checklist for Applicants

- | | | |
|----------------------------|--------------------------|-----------------------------|
| • Application form | <input type="checkbox"/> | Emailed by closing date |
| • Equality Monitoring Form | <input type="checkbox"/> | 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 the Utility Regulator.

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 you are successful you will be employed by the Utility Regulator as a civil servant and as such will be automatically enrolled into the Northern Ireland Civil Service pension arrangements. **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 NI or GB 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 programme (Inspire); 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 the 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 UR 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. **Staff may avail of “flexi-time”** provided 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. **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 envisioned that we will adopt a hybrid approach to remote/office working, and while staff may wish to be office based we welcome applicants whose circumstances lend themselves to remote hybrid working.***

Mobility

Excluding secondment opportunities, employment with the Utility Regulator 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 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

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.

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. The Utility Regulator must ensure that you are legally entitled to work in the United Kingdom. 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 a prospective employer one of the following documents:

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

Employers can face unlimited fines if they employ illegal workers and need to make sure that no one they employ is working in the UK illegally. However, to protect themselves against discrimination laws they should 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.

The Utility Regulator is an Equal Opportunities and a Disability Confident Employer.