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| **Application Form** | |
| **Job Title:** | **Senior Legal Advisor** |
| **Salary: £57,306- £68,698 per annum**  **Closing Date: 2.00pm, Tuesday 13 September 2022**  **Assessment: To be confirmed**  **Interview: To be confirmed**  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: |  |
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| 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 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

Facebook/Twitter/Social Media

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 demonstrate how you meet the requirement - A qualified solicitor or barrister, qualified to practice in Northern Ireland or England and Wales with post qualification experience.*  *Do not expand beyond* ***one*** *page* |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 2**  *Please demonstrate how you meet the requirement - At least 5 years post qualification experience gained working in energy/regulatory law; and/or public/administrative law.*  *Do not expand beyond* ***one*** *page* |

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| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 3**  *Please provide an example(s) which demonstrates your proven ability to analyse complex legal issues and provide clear and concise advice and solutions that resolve business problems at a senior level\*;*  \**Senior level is defined as reporting to or advising Board or Senior Managers.*  *Do not expand beyond* ***one*** *page* |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 4**  *Please provide an example(s) to demonstrate your proven ability to manage significant workloads with limited resources and deliver outputs in line with client/customer expectations and deadlines.*  *Do not expand beyond* ***one*** *page* |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 5**  *Please provide an example(s) that demonstrates your proven ability to build and maintain productive communication networks with colleagues and stakeholder organisations.*  *Do not expand beyond* ***one*** *a**page* |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 6**  *Please provide an example(s) that demonstrates your proven experience in the successful management of a panel of external legal consultants and the ability to manage\*\* internal staff.*  *\*\*This may be demonstrated by experience of direct line management or via a mentoring or guiding role for other legal team members.*  *Do not expand beyond* ***one*** *a**page* |

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| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 7**  *Please provide an example(s) that demonstrates your 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 the Guide for Applicants.*  *Do not expand beyond* ***half*** *a**page* |
| Information for Sifting and Shortlisting Purposes |
| **Desirable Criteria 1**  *Please demonstrate with example(s) your knowledge or experience of Regulatory law;*  *Do not expand beyond* ***half*** *a**page* |
| Information for Sifting and Shortlisting Purposes |
| **Desirable Criteria 2**  *Please provide an example(s) that demonstrates knowledge or experience of EU law.*  *Do not expand beyond* ***half*** *a**page* |
| Information for Sifting and Shortlisting Purposes |
| **Desirable Criteria 3**  *Please provide an example(s) that demonstrates knowledge or experience of company/commercial law.*  *Do not expand beyond* ***half*** *a**page* |

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| Information for Sifting and Shortlisting Purposes |
| **Desirable Criteria 4**  *Please provide an example(s) that demonstrates knowledge or experience of public/administrative law.*  *Do not expand beyond* ***half*** *a**page* |