



## 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 **Receptionist (Estates, IT & Records) Officer** 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 an **Receptionist (Estates, IT & Records) Officer**. You will proactively provide a professional reception facility and an efficient and customer focused public interface for the Utility Regulator (UR). You will work closely with the Estates, IT and Records team, Finance team and HR team, carrying out administrative duties including document and diary management, ordering of supplies, associated facilities duties and inputting invoices. These require a strong working knowledge of Microsoft Word, Excel and Outlook knowledge. You will provide effective support within a team-based environment and contribute to the delivery of Utility Regulator 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.

Be motivated and empowered to make a difference.

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 currently have the following key functional areas: Networks and Energy Futures, Price Controls, Markets and Consumer and Business Protection.

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

### Our Diversity Statement

#### Be UR Self

It takes all kinds of different minds, everyone is unique and we want you to use yours. We want to be a diverse and inclusive organisation putting the "you are" in UR. Our success is based on the diversity and uniqueness that each person brings to the organisation and on the willingness of staff to accept and value one another. This approach helps us protect consumers to make a positive difference to all households and businesses in Northern Ireland.

## 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:** Receptionist, Estates, IT & Records Officer  
**Directorates:** Price Controls, Networks and Energy Futures  
**Reporting to:** Estates/IT/Records/H&S Analyst

#### Terms and Conditions:

**Contract:** Permanent, office based  
**Hours:** 37 hours per week (alongside our flexi-time system)  
**Salary:** £25,211 to £30,493 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

#### Role Purpose:

Working in an office-based capacity as the first point of contact for visitors and all telephone queries. You will encounter challenging callers with a range of approaches and emotions, and you will be required to handle calls with understanding and confidence. These will come from a range of callers including journalists, political representatives, officials in other departments of government and members of the public.

You will be provided with training in handling difficult calls and scripted answers for the most common questions that callers have, and these will be updated regularly. You will also be provided with details of who the appropriate person is to pass the call on to. This will include details of other bodies to whom the caller may have to address their query.

You will also welcome and co-ordinate visitors arriving at reception. As an Administrative Officer you will, subject to the volume of calls and visitors, also carry out administrative duties for the Estates, IT and Records team including document and diary management, ordering of supplies, associated facilities duties, and coordinating the logging and follow up of maintenance and IT fault and service request issues with our providers. These duties require a strong working knowledge of Microsoft Word, Excel and Outlook. You will provide effective support within a team-based environment and contribute to the delivery of Utility Regulator aims and objectives.

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

## Key Contacts:

**Internal:** Estates, IT and Records team, Finance and Project Management team, HR and Training team and other Utility Regulator staff.

**External:** Members of the public, regulated utilities, Department of Finance (DoF) (Supply and Construction and Procurement Delivery), Department for Economy, Consumer Council for Northern Ireland, Commission for Regulation of Utilities, broadcast and print media and third sector organisations.

## Job Description

As the Reception, Estates, IT & Records Officer within the Utility Regulator, you will:

- Display the values of the Utility Regulator and the Northern Ireland Civil Service's Code of Ethics.
- Provide administrative support to the Estates, IT and Records Management team.
- Undertake the duties of receptionist and running the reception desk and switchboard of the Utility Regulator. Ensure that the reception areas are never left unattended during normal working hours and that reception waiting areas are always clean and tidy.
- Manage visitors to the Utility Regulator including management and issue of security passes.
- Administer opening, distribution and recording of correspondence in accordance with information management policies.
- Support the maintenance of the Utility Regulator's records in accordance with the Department of Finance records management procedures.
- Ensure the timely reporting of problems including repairs, defects and security issues with the building to the Estates/IT/Records/H&S Analyst and maintain progress to reach satisfactory conclusions and ensure equipment is in good working order.
- Support the Estates, IT, and Records Management Team in relation to Business Continuity Planning, IT provision, estates management, health and safety, information and records management.
- Manage cleaning and recycling contract, and rota for secure disposal, waste, and recycling.
- Support the maintenance of an effective filing and data storage including emails and retrieval systems ensuring the needs of the organisation are met.
- Develop and maintain administration systems, databases and recording systems to support operational delivery.
- Establish excellent working relations with key internal and external stakeholders.
- Resolve conflicts proactively and effectively to obtain a satisfactory resolution/outcome.
- Identify possible areas of improvement within organisational and administrative processes.
- Establish and achieve a performance-driven culture, in line with the Utility Regulator's corporate vision and values.

- Develop and embed a customer focused culture.
- Help team members deliver by building supportive, inclusive team environment based on trust-based relationships, transparency, professionalism, and inclusivity.
- To have a proactive approach, with an excellent attention to detail.
- Create and maintain a professional and positive organisational culture that promotes the Utility Regulator's values and inspires guides and develops staff.

### Key Responsibilities

The Reception, Estates, IT & Records Officer main duties will be:

- To support the Chief Executive, Board and Leadership Team of the Utility Regulator.
- Act as first point of contact, manage the reception and switchboard of the Utility Regulator, to greet visitors, dealing effectively with telephone calls and messages, ensuring front of house cover from 9– 5pm Monday to Friday.
- Administer, opening, distribution, and recording of correspondence in accordance with information management policies.
- Present a proactive, professional image and engage effectively with visitors, stakeholders and enquirers in person and by phone.
- Work cooperatively to deliver an effective information management, administrative and reception service within the team.
- Support and provision of administrative assistance to the Estates, IT and Records function in the delivery of office requirements as required.
- Support the Estates/IT/Records Manager in development and implementation of the Northern Ireland Civil Service Electronic Document and Records Management System (EDRMS).
- To contribute to implementation and delivery of information governance processes and maintain paper and electronic file registers and structures in line with the General Data Protection Regulation (GDPR).
- To manage and monitor the Utility Regulator's stationery, printer, photocopier, and stationery supplies.
- To support the Estates, IT, Records Management team in relation to estates management, IT provision and projects, business continuity, health and safety and records management.
- To support the Estates, IT and Records Management Team on estates, IT, records management, health and safety, business continuity, reception and telephone cover, delivery, provision, procurement, and contacts.



- To support the health and safety governance arrangements of the Utility Regulator and assist in the development of policies, procedures, guidance, health and safety risk assessments and training for all levels across the Utility Regulator.
- To undertake and co-ordinate health and safety risk assessments, fire drills and ergonomic assessments, or ensure they are undertaken. Maintaining registers and coordinating training.
- To assist in ensuring that there is correct IT provision within the Utility Regulator, and support with IT procurement and asset management.
- To support the Estates, IT and Records Management Manager in the provision of a business continuity function. Support the development and maintenance of emergency plans and risk registers.
- To undertake organisational administration tasks, including reception and telephone cover, as required.
- To promote a culture of openness, professionalism inclusiveness and transparency across all aspects of the Utility Regulator's operational activity and service delivery.

**This list is not exhaustive and the successful candidate will be required to carry out other duties as allocated by Management.**

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 a proactive individual keen to use their initiative to provide well-reasoned solutions in a challenging area of work. You will already have the ability to work effectively under minimal supervision. You will have the ability to deal calmly and professionally with a range of callers and situations.

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. A minimum of 3 years working experience in the provision of high-quality reception or front of house services including evidence of working effectively dealing with challenging calls.
2. Experience of providing administrative support including working within deadlines and communicating effectively within a team, in a busy office environment.

3. Proven experience and proficient use of telephone switch board, office IT applications to include Outlook, MS word, Excel.
4. Experience of collaborative working and ability to develop and maintain effective stakeholder relationships.
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 shortlisting criteria. These criteria **should be demonstrated on the application** form and may be tested further at the interview stages.

1. Proven experience of implementing and adhering to internal processes and procedures and communicating these across the organisation.
2. Proven experience of providing secretarial support including management of agenda and minute taking.
3. Proven experience of using EDRMS systems or similar.

### 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	<ul style="list-style-type: none"> <li>• Ability to prioritise and remain focused.</li> <li>• Proactive approach to day-to-day matters and challenges.</li> <li>• Excellent verbal communication skills</li> <li>• Ability to work under pressure and committed to delivering on deadlines</li> <li>• Excellent interpersonal skills and the ability to work collaboratively with colleagues and external stakeholders as part of a wider team</li> <li>• Proven ability to build and maintain productive working relationships with colleagues from a range of professional backgrounds and levels of seniority</li> </ul>
Analytical Rigour	<ul style="list-style-type: none"> <li>• High level of attention to detail and accuracy</li> <li>• Strong organisational and planning skills</li> </ul>
Governance	<ul style="list-style-type: none"> <li>• Ability to apply best practice and work within policy and governance.</li> <li>• Understanding of GDPR.</li> </ul>
People	<ul style="list-style-type: none"> <li>• Strong communication and interpersonal skills.</li> <li>• Strong alignment to workplace values.</li> <li>• Deliver to a high standard Reception service.</li> </ul>

	<ul style="list-style-type: none"> <li>• Strong team working skills.</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Ability to work collaboratively, supporting colleagues.</li> <li>• Develop and maintain strong relationship with internal and external stakeholders.</li> <li>• Strong team-working skills.</li> </ul>
<b>Strategic thinking &amp; Delivery</b>	<ul style="list-style-type: none"> <li>• Ability to take ownership of work streams and drive forward to conclusion with minimum supervision.</li> <li>• Ability to work proactively in response to changing business needs in order to meet tight deadlines and complete tasks.</li> <li>• Proactive problem-solving skills.</li> <li>• Ability to work on own initiative.</li> </ul>
<b>Managing Resources</b>	<ul style="list-style-type: none"> <li>• Ability to balance competing demands effectively.</li> <li>• Work well under pressure and committed to delivering on deadlines.</li> </ul>

### 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 Monday 6<sup>th</sup> February 2023**.

**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](mailto: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](mailto: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 roles, which may arise 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 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 interview/assessment against the criteria, key skills and competencies for the role. **It is intended that the assessment and interviews will take place in Belfast, week commencing 20<sup>th</sup> February 2023.**

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](mailto: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](mailto: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 us.

### Key Employee Benefits

#### Your Salary

**This is a permanent, full time, office based post. The starting base salary will be in the range of £25,211 to £30,493 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 between 28.7% and 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](http://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, 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 Karen McConnell PA to Executive Director in the Price Control, Networks and Energy Futures Directorate**

*Karen says “I joined the UR in October 2007. Prior to that, my first job out of university was as a mortgage underwriter with the Halifax. I then opened up DFS (sofas) as office manager and finally, I was the network administrator in a recruitment agency. As part of my degree, I got to study in Denver, Colorado for a year –so if you’re ever bored, I have a few stories that might entertain you!”*



## **STAFF PROFILE Samantha Young PA to Executive Director in the Markets and Consumer Protection Directorate**

*Sam says “I joined the UR in December 2001, well OFREG as it was then! I started in Reception/Finance, then as Admin Officer in the Electricity Team and I am now settled in the Retail Directorate. I support the work of the busy directorate which focuses on retail market and consumer protection issues. No two days are the same, I could be co-ordinating responses to consumer queries or complaints one day or organising meetings with third sector stakeholders or helping the team with procurement support or being the secretariat for industry working groups.”*



## Other Terms and Conditions

### Hours of Work

**This is a full-time appointment (37 hours** excluding meal breaks). Your normal working pattern will be Monday to Friday, in line with provision of full reception and switchboard provision which must be covered from 9am to 5pm. It may be necessary on rare occasions to work above your standard hours. While there is no payment for overtime, “flexi-time” arrangements will apply and you may avail of our “flexi-time” policy. Subject to availability of cover, there may be scope for some flexibility of start and finish times.

### Place of Work

If appointed, you will be an employee of the Utility Regulator and will be based at Queens House, Queen Street, Belfast. **Due to the nature of your position, this role will be office based. There is no facility to work from home in this position.**

### 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](http://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](http://www.nidirect.gov.uk/articles/working-northern-ireland) or [www.gov.uk/browse/visas-immigration/what-you-need-to-do](http://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.***

Northern Ireland continues to have an under-representation of women across our STEM (Science, Technology, Engineering and Mathematics) industries.

The Utility Regulator is an Equal Opportunities and Disability Confident Employer. As people with a disability, people from ethnic minority communities and women are currently under represented in UR we would particularly welcome applications from these groups.