

Guide for Applicants

**FINANCE MANAGER MATERNITY COVER
(FIXED TERM or SECONDMENT 12 MONTHS)
Hybrid working arrangements**

Key Dates for Applicants

Closing Date 2:00pm on Monday 13 March

Interview 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 **Finance Manager (maternity cover)** 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 of **Finance Manager** 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

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.

We are not a policy-making department of Government, but we make sure that the energy 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 Board of Directors and are accountable to the Northern Ireland 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; and to protect vulnerable customers in particular;
- 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.

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:

- 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;
- Northern Ireland government departments, including the Department for the Economy and the Department for Infrastructure;
- 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 Energy Regulation; and
- non-governmental organisations, such as the Energy Savings Trust.

3. About the Role

Role: Finance Manager Maternity Cover
Reporting to: Networks and Energy Futures Director
Reports: 2 x Finance Officer 1 x Finance Analyst (TP)
Commencing: April or May 2023 to include handover

Terms and Conditions:

Contract: **Fixed term or Secondment** 12 months, which may be extended in line with maternity leave. Flexible working arrangements will also actively be considered.

Hours: Hybrid working arrangements (approx. 2 days in the office) 37 hours per week (alongside our flexi-time system). Parttime hours will also actively be considered.

Salary: £57,306 to £68,698 per annum

Holidays: 25 days and an additional 12 public and privilege days

Role Purpose:

Working as Finance Manager, 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), , 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 Tasks:

- Produce annual departmental resource accounts for NIAUR to faster closing deadlines, in line with FReM and DoF guidance.
- Manage all stages of the year-end accounts process.
- 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 £10m) for ARC/Board approval and co-ordinate the profiling and management of the budget across all directorates. Undertake detailed forecasting of all budget areas for the purposes of informing SLT, ARC and Board papers.
- Carry out a formal mid-year review of the budget, seeking ARC and Board approval for any in-year adjustments.
- Deliver in-year budget and performance reporting processes for ARC, Board and Department of Finance (DoF).
- Prepare accurate, regular and specific reports, papers and presentations for SMT, SLT, Board and ARC.
- Provide advice and support to the CEO, the Chair, Directors and Head of Functions on financial and payroll issues.
- Manage and deliver the Public Expenditure and Supply Estimate processes and requirements, including in year budget exercises and monitoring rounds, and associated requirements in conjunction with DoF.
- Manage Consolidated Fund drawdowns, borrowing, overall cashflow and Net Cash Requirement for the organisation to ensure this remains within approved limits.
- 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.
- Calculate annual licence fees in line with published methodologies and oversee the issuing of invoices and recovery of payments.
- Manage the finance function to include in-house processing of invoices and payments and all month-end processes.
- Provide direction and leadership to staff within the team, including all aspects of staff management (recruitment, HR, training and development, induction, production of personal objectives, monitoring of staff performance data, performance management including the management of poor performance).
- Organise and maintain comprehensive financial and payroll files and ensure all recording is compliant with audit and organisational requirements.
- Develop and maintain financial management and payroll policies and procedures, manage roll-out and oversight compliance, reporting and periodic review.
- Implement recommendations arising from internal audit reports covering areas within the responsibility of the finance team.
- Ensure that the Utility Regulator is compliant with HM Treasury and DoF guidance on managing public money, payroll and finance.
- 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 and decisions at Board, ARC or internally. Facilitate Board risk workshops as required and prepare all risk related papers for SLT, ARC and Board.
- Produce quarterly scorecard information at a directorate and organisational level, facilitating meetings to discuss performance between the CEO and individual Directors.
- Oversee the management of procurement activities for the Utility Regulator.
- Keep up to date in relation to public sector accounting and payroll rules.
- Undertake activities that support the maintenance of a favourable profile of the Utility Regulator with key stakeholders, decision makers and influencers.
- Establish and maintain excellent working relations with key internal and external stakeholders.
- Resolve conflicts proactively and effectively to obtain a satisfactory resolution/outcome.
- Establish and achieve a performance-driven culture, in-line with the Utility Regulator's corporate vision and values.
- Create and maintain a professional and positive organisational culture that promotes the Utility Regulator's values and inspires guides and develops staff.
- Display the values of the Utility Regulator, and the Northern Ireland Civil Service's Code of Ethics.

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.**

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 planning and managing and monitoring complex annual budgets (of at least £2.5m) for multiple activities taking account of budget constraints.
4. 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 producing departmental resource accounts in line with FREM and DoF guidance.
3. 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.

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"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 Management	<ul style="list-style-type: none"> • High level of negotiation and influencing skills. • 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.

	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 **2:00pm on Monday 13th March**.

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.

We are happy to accept secondment applications directly via the UR application, or through Interchange if you are employed by an Interchange member organisation. <https://www.interchangenl.org.uk/> Secondment applications must be signed to confirm release by the line manager.

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.

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:

- There is a limitation on how much information you can provide. The word guide is intended to assist. You are not required to fill text boxes but provide enough evidence to demonstrate meeting the criteria. 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.
- **Applicants must complete the application form in font Arial size 12, or legible handwriting using black ink. Please note limitations on space apply.**
- 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 server, 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.

Interview

Following shortlisting, it is intended that the selection process will involve an interview against **the criteria, key skills and competencies** for the role. Panels may test any aspect of either the essential or desirable criteria, or key skills. Additional stages to the selection process may be required. **It is intended that the interview process will take place either remotely or in person in our offices in Belfast. Candidates will be informed of assessment and interview arrangements closer to the time.** 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 are 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

- | | | |
|--|--------------------------|-----------------------------|
| <ul style="list-style-type: none">• Application form | <input type="checkbox"/> | Emailed by closing date |
| <ul style="list-style-type: none">• 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 12 month fixed term post to cover a period of maternity leave. This is a full time post, however flexible working arrangements and part time working 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. Information about pensions can be found at www.finance-ni.gov.uk/topics/working-northern-ireland-civil-service/civil-service-pensions-ni. You may also opt to enrol in a stakeholder pension scheme.

Your Holiday Entitlement

Holiday entitlement will be pro-rated based on **25 days per annum 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).

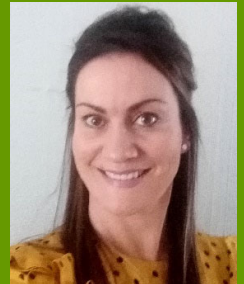
Other Non-Salary Benefits

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. All staff are currently in a hybrid capacity with a minimum of one day per week in the office. 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.**

Place of Work

If appointed, you will be an employee of the Utility Regulator and will be based at Queens House, Queen Street, Belfast. ***The Utility Regulator is currently working in a hybrid capacity with 2 days in the office, and while you may opt 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 fixed term 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.