**Application Form**

**Job Title: Head of Function Please tick which role/s you are applying for:**

*If you apply for more than one role, you will undertake only one assessment/interview, however you will be tested on the essential criteria for all the roles you have applied for.*

1. **Consumer and Business Protection**
2. **Market Analysis**
3. **Market Operations**
4. **Networks**
5. **Security of Supply and Retail Markets**
6. **Water and Gas Price Control**

**Salary: In the region of £72,133 per annum (salary currently under review)**

**Closing Date: 2.00pm, Monday 8 May 2023**

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.*

Applicants should use this form only and should not submit supplementary material such as a CV.

**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**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Surname: | |  | | | |  | |
| Forename: |  | | | | | *Please underline name by which you are known* | |
| Pronoun:  *(optional)* |  | | | | |  | |
| *(She/her/they/them/he/him/other)* | | | | |
|  |  | |
| National Insurance Number: | | |  | Email address: | |  | |
|  | | |  |  | |  | |
| Contact  Address  including  postcode: |  | | | | Contact Telephone Number: | |  |
|  | | | |  |
|  | | | |
|  | | | |
|  |  | | | |  |  | |

|  |
| --- |
| * Please tell us if you have a disability or a medical condition and need any special requirements or adjustments at interview? |
|  |

* 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:

|  |
| --- |
|  |

*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.*

Where did you  ***first*** hear/read about this vacancy?

*(this information may help us determine where we advertise in future)*

|  |  |
| --- | --- |
|  | **Please select** |
| NI Jobs |  |
| Linkedin |  |
| Utility Regulator website |  |
| Utility Regulator Employee |  |
| 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. Name**: |  | | **Address:** |  |
| **Contact telephone number:** | |  | | |
| **Contact email address:** | |  | | |
| **2. Name**: |  | | **Address:** |  |
| **Contact telephone number:** | |  | | |
| **Contact email address:** | |  | | |

**Additional Information:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please outline your current / most recent salary:** | | | | |
|  | | | | |
| **Please outline any substantial cashable benefits (e.g. pension, bonus etc.)** | | | | |
|  | | | | |
|  | | | | |
| **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)

|  |  |
| --- | --- |
| **Employer:** |  |
| **Position Held:** |  |
| **Dates From and To (Month & Year):** |  |
| **Reason for Leaving:** |  |

|  |  |
| --- | --- |
| **Employer:** |  |
| **Position Held:** |  |
| **Dates From and To (Month & Year):** |  |
| **Reason for Leaving:** |  |

|  |  |
| --- | --- |
| **Employer:** |  |
| **Position Held:** |  |
| **Dates From and To (Month & Year):** |  |
| **Reason for Leaving:** |  |

|  |  |
| --- | --- |
| **Employer:** |  |
| **Position Held:** |  |
| **Dates From and To (Month & Year):** |  |
| **Reason for Leaving:** |  |

|  |  |
| --- | --- |
| **Employer:** |  |
| **Position Held:** |  |
| **Dates From and To (Month & Year):** |  |
| **Reason for Leaving:** |  |

|  |  |
| --- | --- |
| **Employer:** |  |
| **Position Held:** |  |
| **Dates From and To (Month & Year):** |  |
| **Reason for Leaving:** |  |

|  |
| --- |
| 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 (FOR ALL ROLES)**  *Please provide an example(s) that demonstrates at least 5 years demonstrable experience of a leadership and management role, including the positive development and performance management of staff.*  *Word number guide 300-400 words (Complete in* ***Font: Arial 12****, do not expand beyond* ***one*** *page)* |

|  |
| --- |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 2 (FOR ALL ROLES)**  *Please provide an example(s) that demonstrates experience building effective relationships and working constructively with internal and external key stakeholders at a senior level\* to deliver significant outcomes which command confidence, transparency, and respect.*  *Word number guide 300-400 words (Complete in* ***Font: Arial 12****, do not expand beyond* ***one*** *page)* |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 3 (FOR ALL ROLES)**  *Please provide an example(s) that demonstrates a proven track record of proactive project management to deliver quality out comes of significant work programmes to tight timeframes; and under competing pressures.*  *Word number guide 300-400 words (Complete in* ***Font: Arial 12****, do not expand beyond* ***one*** *page)* |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 4 (FOR ALL ROLES)**  *Please provide an example(s) that demonstrates and strong evidence of developing and implementing policy (including horizon scanning) in conjunction with industry, consumer groups, and government departments at a senior level.*  *Word number guide 300-400 words (Complete in* ***Font: Arial 12****, do not expand beyond* ***one*** *page)* |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 5 (FOR ALL ROLES)**  *Please provide an example(s) that demonstrates your ability to demonstrate by examples, an understanding of and commitment to workplace values that align to those of the UR. \*\**  *\*\* UR Mission, Vision and Values can be found on page 4 of the Guide for Applicants.*  *Word number guide 300-400 words (Complete in* ***Font: Arial 12****, do not expand beyond* ***one*** *page)* |

|  |
| --- |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 6 (FOR ROLE 1. HEAD OF CONSUMER AND BUSINESS PROTECTION ONLY)**   1. *Please provide examples that demonstrate at least 5 years’* experience of economic regulation and preferably working in the electricity, gas and/or water sectors in:    1. economic regulation and working on developing regulatory frameworks to deliver enhanced consumer outcomes and protection;    2. delivering tangible consumer protection outcomes for consumers; and    3. developing service standards and holding regulated companies to account*.*   *Word number guide 300-400 words (Complete in* ***Font: Arial 12****, do not expand beyond* ***one*** *page)* |

|  |
| --- |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 6 (FOR ROLE 2. HEAD OF MARKET ANALYSIS ROLE ONLY).**  *Please provide examples that demonstrate at least 5 years’ experience of economic regulation and preferably working in the electricity, gas and/or water sectors in:*   1. *economic regulation and working on developing regulatory frameworks to deliver enhanced consumer outcomes and protection;* 2. *regulation or operation of retail and/or wholesale markets (preferably electricity and/or gas); and* 3. *Market analysis of retail or wholesale markets (preferably electricity and/or gas).*   *Word number guide 300-400 words (Complete in* ***Font: Arial 12****, do not expand beyond* ***one*** *page)* |

|  |
| --- |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 6 (FOR ROLE 3. HEAD OF MARKET OPERATIONS ROLE ONLY).**  *Please provide examples that demonstrate at least 5 years’ experience of economic regulation and preferably working in the electricity, gas and/or water sectors in:*   1. *economic regulation and working on developing regulatory frameworks to deliver enhanced consumer outcomes and protection;* 2. *regulation or operation of retail and/or wholesale markets (preferably electricity and/or gas); and* 3. *Market analysis of retail or wholesale markets (preferably electricity and/or gas).*   *Word number guide 300-400 words (Complete in* ***Font: Arial 12****, do not expand beyond* ***one*** *page)* |

|  |
| --- |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 6 (FOR ROLE 4. HEAD OF NETWORKS ROLE ONLY).**  *Please provide examples that demonstrate at least 5 years’ experience of economic regulation and preferably working in the electricity, gas and/or water sectors in:*   1. *regulating network issues, and delivering tangible outcomes for consumers; and* 2. *developing strategy in the context of future networks.*   *Word number guide 300-400 words (Complete in* ***Font: Arial 12****, do not expand beyond* ***one*** *page)* |

|  |
| --- |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 6 (FOR ROLE 5. HEAD OF SECURITY OF SUPPLY AND RETAIL MARKETS ROLE ONLY).**  *Please provide examples that demonstrate at least 5 years’ experience of economic regulation and preferably working in the electricity, gas and/or water sectors in:*   1. *economic regulation and working on developing regulatory frameworks to deliver enhanced consumer outcomes and protection;* 2. *regulation or operation of retail and/or wholesale markets (preferably electricity and/or gas);* 3. *Market analysis of retail or wholesale markets (preferably electricity and/or gas); and* 4. *security of supply issues.*   *Word number guide 300-400 words (Complete in* ***Font: Arial 12****, do not expand beyond* ***one*** *page)* |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 6 (FOR ROLE 6. HEAD OF WATER AND GAS PRICE CONTROLS ROLE ONLY).**  *Please provide examples that demonstrate at least 5 years’ experience of economic regulation and preferably working in the electricity, gas and/or water sectors in:*   1. *economic regulation and working on developing regulatory frameworks to deliver enhanced consumer outcomes and protection;* 2. *price controls; and* 3. *operational aspects, investment drivers and service standards in the regulated utility sectors.*   *Word number guide 300-400 words (Complete in* ***Font: Arial 12****, do not expand beyond* ***one*** *page)* |