

## Guide for Applicants

### Regulatory Managers (Markets)

Key dates for applicants:

Closing date: **12:00pm on Monday 30 October 2023**

Assessment and interviews are expected to take place during November and December 2023.

## 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 the time to read this 'Guide for Applicants' for Regulatory Manager (Markets) roles within the Utility Regulator.

This is an exciting time to be joining us, as we are expanding as an organisation so that we can fully support Northern Ireland in meeting the challenges of climate change, the cost-of-living crisis and ensuring the continuity of energy and water supplies.

Electricity, gas and water are essential services that support all homes and businesses in Northern Ireland. As an economic regulator, it is our role to enable, incentivise and hold energy and water companies to account for providing the very best levels of service and price for consumers both now and in the future.

We are ambitious about the future of the Utility Regulator. It is essential that we can enthusiastically and professionally support Northern Ireland in its transition to a net-zero carbon economy, whilst ensuring affordable and good quality electricity, gas and water services for all.

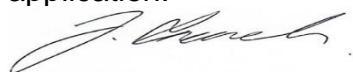
We want the Utility Regulator to be the best possible organisation to work for. We need passionate people who have the skills, potential and energy to make a difference to the lives of people in Northern Ireland and its economy. We are looking for people who share these goals and will pursue them the highest standards of professionalism. For the Utility Regulator to be successful, we will recruit the best candidates from a range of diverse backgrounds.

If you strive to provide the best possible levels of service for the greater good and your professional values accord with our organisational values, working here will be just what you are looking for in the next step in your career path.

We are an employer of choice as we are committed to staff wellbeing, inclusion and excellence. Over the last three years we have been awarded Best Companies 'Ones to Watch – Good to Work For' status, we have been successful in gaining Investors in People Silver, Diversity Mark and Disability Committed accreditations.

This recruitment is focused on the appointment of two permanent Regulatory Managers, which are part of our organisational wider leadership team. Managers are responsible for leading teams and working closely with the Senior Leadership Team in delivering our Corporate Plan and Forward Work Programmes.

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's Utility Regulator

### Who we are

The Utility Regulator is an independent non-ministerial government department. We are 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:

1. Be a best practice regulator: transparent, consistent, proportionate, accountable, and targeted.
2. Be professional: listening, explaining, and acting with integrity.
3. Be a collaborative, co-operative and learning team.
4. Be motivated and empowered to make a difference.

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

Our organisation is arranged around four directorates and the Chief Executive's office:

1. Consumer and Business Protection;
2. Price Controls;
3. Markets; and
4. Networks and Energy Futures.

We are a professional and motivated workforce that is empowered to make a real difference for Northern Ireland.

### Our diversity statement

#### Be UR self

We recognise and value that everyone is unique and that we all have different minds. We want to use your difference so that we can harness your unique talent. To that end we are a diverse and inclusive organisation as we put the 'you are' into 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 by making a positive difference to all households and businesses in Northern Ireland.

## Equality welcoming statement

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 underrepresented in the Utility Regulator we would particularly welcome applications from these groups.

## 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.

In order to help us protect the interests of electricity, gas and water consumers in Northern Ireland, we work with a range of partner organisations. These include:

- Northern Ireland Executive and Assembly;
- Northern Ireland government departments;
- Energy and water utility companies;
- The Consumer Council for Northern Ireland;
- Government departments and bodies in Great Britain and Ireland, including Ofgem, Ofwat, the Water Industry Commission for Scotland and the Commission for Regulation of Utilities (CRU); and
- Non-governmental organisations.

### 3. About the roles

**Roles:** Regulatory Managers:

- Monitoring and Analysis Manager (Strategic Modelling)
- Market Monitoring and Analysis Manager MMU (Market Monitoring Unit)

**Directorates:** The Utility Regulator has two vacancies in the Markets Directorate

**Line manager:** Head of Function

**Responsible for:** Direct line management: Regulatory Analysts

#### Terms and conditions:

**Contract:** Permanent. Full time. Flexible working arrangements will be considered.

**Hours:** 37 hours per week.

**Salary:** £59,312 to £71,102 per annum

**Pension:** Northern Ireland Civil Service (NICS) pension arrangements.

**Holidays:** 25 days per annum (rising to 30 days after two years), and an additional 12 public and privilege days.

**The Utility Regulator may create a reserve list from this competition in order to fill any additional suitable similar manager roles.**

#### Role purpose:

The scope and volume of the Utility Regulator's work continues to expand significantly as it looks to support the targets and aims within the Climate Change (Northern Ireland) Act 2022, and the Department for the Economy's Energy Strategy and the Department for Infrastructure's Long Term Water Strategy.

This is an exciting time to work in the Utility Regulator, as we look to support the move to net-zero, whilst providing a stable investment environment, developing energy markets and improving consumer protection.

As a Regulatory Manager within the Utility Regulator, you will be responsible for, and proactively manage a team of analysts. Your role will be to analyse and provide regulatory policy advice on electricity, gas, and water. The Utility Regulator plays a central role in these markets to:

- Help the government meet its net-zero climate goals;
- Improve consumer and business protection;
- Provide a stable investment environment; and
- Ensure the electricity, gas, and water industries are efficient, and provide the best possible price to consumers.

You will work with colleagues from across the organisation and participate in industry and government groups. A key feature of the role is supporting both the Board and the Chief

Executive in achieving the aims of our Corporate Plan and resulting Forward Work Programmes.

An essential element to working in the Utility Regulator is that you are principle and values driven. A central part of the role will be to develop, maintain and manage positive relationships with key stakeholders.

You will be required to perform manager level duties as may reasonably be required.

### **Our values:**

Our values provide a common framework for the behaviours we want to see in our everyday work and interactions with each other. They shape our culture and the way we do things. The values of the Utility Regulator are:

1. To be a best practice regulator;
2. To be collaborative, co-operative, and a learning team;
3. To be motivated and empowered to make a difference; and
4. To be professional.

### **Key responsibilities:**

The **Regulatory Monitoring and Analysis Manager's (Strategic Modelling)** main duties will be:

- To support the Chief Executive, Board and Leadership Team of the Utility Regulator.
- To support Heads of Function and Directors to achieve their targets and aims.
- To analyse and translate business needs into long-term solution data models.
- To evaluate existing data systems and create conceptual data models and data flows.
- To implement data strategies and developing physical data models.
- To evaluate implemented data systems for variances, discrepancies and efficiency.
- To troubleshoot and optimize data systems, and to undertake data analysis to determine the relationships between data objects.
- To create models using forward/reverse engineering techniques depending on need.
- To identify potential risks to data by poor design decisions and communicate these to internal and external stakeholders.
- To change management/software development, IT Service Management lifecycle.
- To assist in the formulation of proposals to improve the functioning of the wholesale and retail market.

- To develop strong, trusted and accountable relationships with the Utility Regulator, and with external stakeholders in the industry, in the running and development of the strategic modelling team.
- To provide inclusive team leadership by supporting and developing team members and demonstrating commitment to the Utility Regulator's values.
- To provide the effective management of your team to support the Chief Executive, Board and SEM (Single Electricity Market) Committee.
- To assist in strengthening the profile, reputation and relevancy of the Utility Regulator to staff, consumers, stakeholders and industry.
- To promote a culture of openness, professionalism, inclusiveness and transparency across all aspects of the Utility Regulator's operational activity and service delivery.

The Regulatory Market **Monitoring and Analysis (MMU) Manager's** main duties will be:

- To support the Chief Executive, Board and Leadership Team of the Utility Regulator.
- To support Heads of Function and Directors to achieve their targets and aims.
- To monitor and report on the performance and design of the SEM.
- To engage with generators and operators to monitor compliance with SEM market rules and to ensure the market is administered effectively and appropriately.
- To provide expert modelling and analytical advice around the performance and future design of the SEM.
- To protect consumers and participants in the SEM by identifying and reporting market violations, market design flaws and market power abuses.
- To work with market participants and others in relation to potential abuses of market power and/or breach of the Bidding Code of Practice.
- To keep all documentation in relation to the MMU up to date.
- To provide inclusive team leadership by supporting and developing team members and demonstrating commitment to the Utility Regulator's values.
- To assist in the formulation of proposals on improving the functioning of the SEM.
- To develop strong, trusted and accountable relationships with CRU in the running and development of the SEM.



- To provide effective management of your team to support the Chief Executive, Board and SEM Committee.
- To assist in strengthening the profile, reputation and relevancy of the Utility Regulator to staff, consumers, stakeholders and industry.
- To be an able and accessible mentor and manager to colleagues and foster a culture of inclusion and equal opportunity for all.
- 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 postholder will be required to carry out other duties as allocated by Management.**

## 4. Selection criteria

This role is well suited to persons with the following skills:

- Analytical and logical thinking;
- Data processing and manipulation;
- Project management;
- Leadership;
- People management;
- Teamwork;
- Interpersonal skills (dependency, responsibility, motivation, leadership, flexibility, patience, empathy, active listening etc.); and
- Good governance skills.

Experience in a regulated industry (especially energy and water), data analytics, statistics, economics, finance etc. would also be very valuable.

## Essential criteria

Please note you will be required to **demonstrate fully** the following essential criteria on the **application form** to be shortlisted for the next stage of the process.

1. Demonstrable experience in data analytics, data technologies or development processes, and applying these to aid senior level policy/business decisions.
2. Demonstrable experience of using data management techniques, including experience of using and building cloud data technologies, to improve data quality and integrity.
3. Proven ability to build trust-based relationships and confidently and competently interact and present information persuasively, and respectfully challenge different points of view with a wide range of senior stakeholders.

4. Proven experience of project and risk management, or taking a leading role in work areas, to deliver high quality outputs in a complex environment while managing resources and competing pressures.
5. Proven experience of excellent oral and written communication skills and representing an organisation with an authoritative voice i.e. ability to write clearly and persuasively in plain English, adapting style to be suitable for the audience.
6. Proven experience of developing a positive values-based culture within a team, and the commitment to further workplace values\* that align to those of the Utility Regulator.

\* Our mission, vision and values can be found on page 4 of this pack.

### Key skills and competencies

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

Professional knowledge/skills	<ul style="list-style-type: none"> <li>• Ability to develop knowledge as an 'expert' in work area.</li> <li>• High degree of individual responsibility.</li> <li>• Professional standard of regulatory analysis skills using a wide range of best practice methodologies.</li> <li>• Ability to identify and define public policy issues relevant to the work of the Utility Regulator.</li> <li>• Ability to develop and evaluate policy options and conduct such evaluation from an independent and objective viewpoint.</li> </ul>
Analytical rigour	<ul style="list-style-type: none"> <li>• Ability to use software tools for data management, analysis or modelling.</li> <li>• High level of attention to detail and accuracy.</li> <li>• Ability to use complex analysis to resolve problems.</li> <li>• Ability to make sound judgements, considering all relevant technical, legal, financial, economic and consumer protection factors.</li> </ul>
Governance	<ul style="list-style-type: none"> <li>• Ability to apply best practice and work within policy, governance appropriate guidelines and legal requirements.</li> <li>• Ability to demonstrate appreciation of the broad principles of corporate finance.</li> <li>• Ability to identify and manage risks.</li> <li>• Ability to demonstrate strong alignment to corporate goals and messages.</li> </ul>
People	<ul style="list-style-type: none"> <li>• Strong communication and interpersonal skills.</li> <li>• Positive and proactive alignment with the Utility Regulator's values.</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent verbal communication and writing/drafting skills.</li> <li>• Ability to manage talented professional staff, ideally both individually and in teams.</li> <li>• Ability to articulate management approaches and evaluate alternative approaches.</li> <li>• Ability to lead, motivate and forge effective relationships at all levels internally, externally and cross functionality.</li> <li>• Strong leadership skills with the ability to provide direction and focus for team members as well as motivating the team to achieve results.</li> </ul>
Relationship management	<ul style="list-style-type: none"> <li>• High level of negotiation and influencing skills.</li> <li>• Ability to develop and build positive and trusted relationships with a wide variety of colleagues and external stakeholders.</li> <li>• Ability to positively challenge colleagues and stakeholders at all levels.</li> <li>• Ability to work collaboratively and deliver in partnership.</li> <li>• Ability to present succinctly and convincingly to senior staff.</li> <li>• Ability to represent the Utility Regulator's views on topics within your area of responsibility to other organisations and in public forums.</li> <li>• Ability to communicate authoritatively and effectively with industry, business, consumers and their representatives and the public sector.</li> <li>• Ability to prepare and conduct negotiations through processes that optimise your ability to deliver desired outcomes while safeguarding future working relationships.</li> </ul>
Strategic thinking and delivery	<ul style="list-style-type: none"> <li>• Ability to analyse complex strategic issues.</li> <li>• Intellectual ability to assess strategy effectively and ability to think creatively, to innovate and resolve problems.</li> <li>• Ability to take personal ownership of workstreams and drive forward to conclusion with minimum supervision.</li> <li>• Ability to think creatively, to innovate and resolve problems.</li> <li>• Ability to contribute and lead to deliver projects.</li> <li>• Plan, drive and deliver a substantial workload.</li> </ul>
Managing resources	<ul style="list-style-type: none"> <li>• Work well under tight deadlines and with a high degree of individual responsibility.</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrable experience of designing or procuring consultancy or research support, including a strong grasp of good practice in managing outside resources.</li> <li>• Demonstrable experience of managing financial resources, tracking budgets, etc.</li> <li>• Ability to demonstrate project management skills, including organisational, time management, risk management and problem-solving skills.</li> <li>• Ability to manage talented professional staff, ideally both individually and in teams.</li> <li>• Ability to articulate management approach and evaluate alternative approaches.</li> <li>• Strong leadership skills with the ability to provide direction and focus for team members as well as motivating the team to achieve results.</li> </ul>
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### Competency Framework

You may wish to consider the Utility Regulator's Competency Framework when completing your application. A copy is attached to this recruitment pack and available on our website.

## 5. The selection process

### How to apply

Completed application forms must be received by **12:00pm on Monday 30 October 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 the candidate to ensure their application is received before the closing date and we will use the time it is received according to the Utility Regulator's computer systems, not the time sent from a candidate's email account.

Applications and queries must be emailed to [recruitment@uregni.gov.uk](mailto:recruitment@uregni.gov.uk)

Candidates with a disability who require assistance will be facilitated upon request. Candidates who wish to receive the information pack in accessible formats are asked 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 that you meet 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 if you are invited to interview and you may need to be prepared to talk about these in detail. 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.
- Incomplete application forms will not be considered. Application forms received after the closing deadline or reformatted application forms will not be accepted.

### Assessing your application

After the closing date, the first stage in the selection process will be to assess your application 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 progress to the next stage of the process.

Please note: the panel will not refer to the employment history section to demonstrate a requirement for the number of years' experience.

You will be notified of the outcome (successful/unsuccessful) by email.

### Assessment and interview

Following shortlisting, it is intended that the selection process will involve an assessment and interview against **the criteria, key skills and competencies** for the role. Panels may test any aspect of either the essential, desirable criteria or key skills.

Additional stages to the selection process may be required. It is intended that the assessment and the interview process will take place either remotely or in person in our office 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](mailto:recruitment@uregni.gov.uk).

### Further information

Further information about the work of the Utility Regulator can be found on our website - [www.uregni.gov.uk](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 (Emailed by closing date)
- Equality monitoring form (Emailed in a separate email)

## 6. The benefits of working for the Utility Regulator

The following headline terms will subsequently be included (amongst other terms and conditions) in a written contract of employment between you and the Utility Regulator.

### Key employee benefits

#### Your salary

This is a permanent, full-time post, however flexible working arrangements will also be actively considered. The starting base salary will be in the range of £59,312 - £71,102 per annum. If you are successful, you will normally be offered the first point on the salary scale. You will be paid monthly in arrears via Bankers Automated Clearing Service (BACS).

#### Your pension

If you are successful, you will be employed by the Utility Regulator as a civil servant and as such will be automatically enrolled into the Northern Ireland Civil Service pension arrangements. **Employer's contribution for this salary range is 34.2%.** 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 two 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 GB Civil Service, your holiday entitlement will be 30 days from your commencement date (pro-rated).

#### Other non-salary benefits

We also offer a range of non-salary benefits include a supportive family friendly environment; flexi-time; flexible working in a hybrid environment; Childcare Voucher Scheme; generous leave including special leave, maternity/paternity entitlement, annual leave and public holidays; wellbeing and employee programme (Inspire); supported learning and development; Cycle to Work Scheme/season ticket loan; Payroll Giving; volunteering opportunities; and a culture that supports diversity and inclusion.

#### Hours of work

**This is a full-time appointment; however flexible working arrangements will also be considered.** Our offices are open for business between the hours of 7am and 7pm Monday to Friday. Staff may avail of 'flexi-time' provided it meets with the business need, with flexible start and finish times outside the core hours of 10am to 4pm. Due to the nature of your position, you may be required to work such additional hours over and above your standard hours (37 hours excluding meal breaks) as may be necessary for the proper fulfilment of your duties for which no additional payment will be made.

### 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 the option to work on average two days in the office and three days from home subject to business needs. 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 the Utility Regulator does not confer any right of mobility or transfer to a position in any other part of the Northern Ireland Civil Service (including any government department or agency) or to any non-departmental public body or other public body.

### Probationary period

There will be a probationary period of 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 the Utility Regulator reserves the right to extend your probationary period for such further period or periods as it considers reasonably necessary to assess your performance further.

### Additional information

Applicants who are being considered for appointment will be contacted by the Utility Regulator and will be asked to complete the AccessNI application form for a **Basic Disclosure Certificate**. Full details will be provided with an offer of employment. Instructions on the process can be accessed from [www.nidirect.gov.uk/accessni](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. The Utility Regulator must ensure that you are legally entitled to work in the 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 the Utility Regulator one of the following documents:

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

The Utility Regulator can face unlimited fines if they employ illegal workers and need to make sure that no one they employ is working in the UK illegally. However, to protect themselves against discrimination laws they should treat all job applicants equally. So do



not be offended if you are asked to prove your nationality, as even UK nationals will be asked to provide proof.

For further support on working in Northern Ireland, 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.**

**Meet some of our staff:****Leigh Greer****Head of Security of Supply and Retail Markets**

Leigh graduated with an honours degree in Law and 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 Utility Regulator, spending six months in the Retail Consumer Protection team.

Since 2020, Leigh has been a manager in the Wholesale Markets directorate, and in 2023 became Head of Security of Supply and Retail Markets, 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."

**Michael Campbell****Energy Futures Manager (Delivery and Schemes)**

Michael works as a manager in the team which oversees price controls and tariff reviews for regulated gas and electricity suppliers. He has extensive experience working in utility regulation and has been working in the UR for 15 years.

Michael says: 'A big part of my job is interacting with colleagues and regulated companies to help with our analysis. I am leading the team that works on the review of regulated tariffs and this means that I am spending a lot of time looking at financial and cost information. While looking at financial information might be seen as dull by some, I recognise that our work matters in the grand scale of things. At the end of the day my team and I are focused and are making sure, through our analysis and scrutiny, that any changes to prices, that impact on consumers, can be justified.'

