**Application Form**

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| **Job title:** | Regulatory Analyst (Markets) |
| **Salary:** | £45,478 to £56,846 per annum |
| **Closing date:** | **2.00pm, Wednesday 27 August 2025** |

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

Please refer to the **Guide for Applicants** before completing this form.

Please submit your completed application form by email to [recruitment@uregni.gov.uk](mailto:recruitment@uregni.gov.uk). A typed or scanned signature will be accepted.

Please submit your completed Equal Opportunities Monitoring Form in a separate email labelled clearly ‘Monitoring Form’ 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 it is the candidate’s responsibility 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.

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.

Please note, where the criteria requires experience for a minimum length of time, the panel will not refer to the employment history section to demonstrate this. You must state the dates in your answer.

**Personal details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Surname: | |  | | | |  | |
| Forename: |  | | | | | Please underline name by which you are known | |
|  |  | | | | |  | |
| National Insurance number: | | |  | Email address: | |  | |
|  | | |  |  | |  | |
| Contact  address  including  postcode: |  | | | | Contact telephone number: | |  |
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| * Please tell us if you have a disability or a medical condition and need any special requirements or adjustments at interview? |
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* The Utility Regulator is open to considering a number of flexible options, in addition to the standard full-time working arrangements. Please tell us if you would like to be considered for flexible arrangements:

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Please note that this information will not be shared with the panel until the outcome of the process is complete. Individual requirements will be negotiated with the successful candidate. **If you wish to be seconded, you should ensure the support of your employer prior to application.**

Where did you first hear/read about this vacancy?

(This information may help us determine where we advertise in future.)

|  |  |
| --- | --- |
|  | **Please select** |
| Recruitment agency – **please name the agency** |  |
| NI Jobs |  |
| LinkedIn |  |
| Utility Regulator website |  |
| Utility Regulator employee |  |
| Facebook |  |
| X/Twitter |  |
| 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.):** | | | | |
|  | | | | |
| **Please indicate by yes or no if you would consider a fixed term contract:** | | | | |
| **Length**  **of notice:** |  |  | **When would you be available to start?** |  |

**Declaration**

A. I have read and understood the information provided in the Guide for Applicants.

B. The responses detailed in this application are true and accurate to the best of my knowledge and belief. I understand that deliberate falsification of factual information may prejudice my application or lead to an offer of appointment being withdrawn.

**Signature:**

**Date:**

/ /

You may sign electronically and submit by email

**Relevant employment history** (begin with your most recent/current position)

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| --- | --- |
| **Employer:** |  |
| **Position held:** |  |
| **Dates from and to (month and year):** |  |
| **Reason for leaving:** |  |

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| --- | --- |
| **Employer:** |  |
| **Position held:** |  |
| **Dates from and to (month and year):** |  |
| **Reason for leaving:** |  |

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| --- | --- |
| **Employer:** |  |
| **Position held:** |  |
| **Dates from and to (month and year):** |  |
| **Reason for leaving:** |  |

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| --- | --- |
| **Employer:** |  |
| **Position held:** |  |
| **Dates from and to (month and year):** |  |
| **Reason for leaving:** |  |

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| --- | --- |
| **Employer:** |  |
| **Position held:** |  |
| **Dates from and to (month and year):** |  |
| **Reason for leaving:** |  |

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| --- | --- |
| **Employer:** |  |
| **Position held:** |  |
| **Dates from and to (month and year):** |  |
| **Reason for leaving:** |  |

**Information for sifting and shortlisting purposes**

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| 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**  **A higher level qualification\* (a degree, level 6 equivalent or above) and at least two years’ experience in a relevant environment\*\* OR at least three years’ experience in a relevant environment\*\*.** (\* and \*\* in the Guide for Applicants under essential criteria page 11)  (Complete in **font: Arial 12**, do not expand beyond one page) |

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| **Essential criteria 2**  **Please provide an example(s) demonstrating at** least two years’ **experience of analytical skills, both quantitative and qualitative, with demonstrated ability to think critically, validate and analyse complex data, and to challenge and sense check results, in order to provide advice and recommendations on one or more of the following:** **Business/commercial/engineering issues.****Utility/market regulation issues.**  * **Economic/policy considerations.**   (Complete in **font: Arial 12**, do not expand beyond one page) |
| **Essential criteria 3**  **Please provide an example(s) demonstrating your proven experience in utilising software to undertake complex analysis of numerical information and converting results into reports, to challenge assumptions and support the evaluation and delivery of business or policy decisions.**  (Complete in **font: Arial 12**, do not expand beyond one page) |
| **Essential criteria 4**  **Please provide an example(s) demonstrating your excellent oral and written communication skills, with proven experience of effectively building and maintaining positive relationships with a range of stakeholders.**  (Complete in **font: Arial 12**, do not expand beyond onepage) |
| **Essential criteria 5**  **Please provide an example(s) demonstrating your experience of project management, with the ability to manage workstreams or areas to tight deadlines and with competing priorities.**  (Complete in **font: Arial 12**, do not expand beyond one page) |
| **Essential criteria 6**  **Please provide an example(s) that demonstrates your understanding of and commitment to further workplace values that align to those of the Utility Regulator. (Our mission, vision and values can be found on page 5 in the Guide for Applications.)**  (Complete in **font: Arial 12**, do not expand beyond half a page) |
| **Desirable criteria 1**  **Please provide an example(s) that demonstrates your experience of working in the Single Electricity Market.**  (Complete in **font: Arial 12**, do not expand beyond half a page) |
| **Desirable criteria 2**  **Experience that demonstrates an understanding of the legal, economic and/or policy context facing utility regulation.**  (Complete in **font: Arial 12**, do not expand beyond half a page) |