

# CANDIDATE INFORMATION PACK

## Enforcement Panel Member



## About the Utility Regulator

The Utility Regulator (UR) is the economic regulator for electricity, gas and water in Northern Ireland. We are the only multi-sectoral economic regulator in the UK covering both energy and water.

We are an independent, non-ministerial government department and our main duty is to promote and protect the short- and long-term interests of consumers.

Our role is to 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.

We are based at Millennium House in Belfast. The Chief Executive and two Executive Directors lead teams in each of the main functional areas in the organisation: CEO Office; Price Controls, Networks and Energy Futures; and Markets and Consumer Protection.

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.

## About the Enforcement Panel

The UR has a number of powers, under energy and water legislation, to take enforcement action against a regulated company if we think it may be breaching the obligations of their licence or other legislative requirements.

In light of UR's continued growth and expanding remit of the Utility Regulator, there is an increasing need to strengthen our enforcement capabilities. We intend to achieve this through the appointment of experienced panel members who can then be selected, on a case-by-case basis, to sit on a Settlement or Enforcement Committee. The Settlement or Enforcement Committee is likely to be either an ad-hoc committee comprising members of the Utility Regulator Board and/or senior staff, established for the purposes of making a formal determination on enforcement action in that particular case (pursuant to the UR Enforcement Procedure).

We are seeking to enhance the number of potential people eligible by establishing an Enforcement Panel. The members of the Enforcement Panel will become a worker, employed by the UR and hence be eligible to form part of an Enforcement or Settlement Committee.

## About the Role

This role presents an exciting new opportunity for panel members to become part of the Enforcement Panel. These individuals will play a critical role in supporting complex regulatory and compliance decisions, ensuring robust and impartial decision-making in enforcement cases. The Enforcement Panel will enhance the number of potential members eligible to sit on a Settlement or Enforcement Committee. Enforcement Panel members will be selected to sit on any given Enforcement or Settlement committee by the Chair of the UR Board after recommendation from the Chief Executive. Although not required in every enforcement case, the Settlement or Enforcement Committee can be established for the purposes of determining a case, including determining any applicable financial penalty.

Once appointed to a committee, the role involves taking decisions as to whether there has been a breach of licence obligations (or other legislative requirements), whether a penalty should be imposed and, if so, at what level. The Panel may also be used to determine if an enforcement order (provisional and/or final) should be issued to a licensee and the terms of such an order. The Committee's decisions are independent from the UR investigating team.

As a settlement or enforcement committee will not be required in every enforcement case, the frequency or number of committees cannot be determined or guaranteed. It is important that UR is able to progress all enforcement cases in an efficient and effective manner. Therefore, a "bank" of suitably experienced and appropriate members is key to ensuring that there is sufficient availability to comprise relevant committees to progress cases without delay.

We are looking for candidates with **senior/board level experience\*** who have the ability to effectively challenge and evaluate whether a regulated company has breached the obligations of their licence or other legislative requirements.

*\* "Senior/Board-level" may include working at: organisational board level senior Civil Service level (or equivalent), senior manager, director or CEO level, or demonstration of a significant deputising role, or leading divisions or personnel or teams within an organisation to be considered as evidence of working at mid to senior level. Please note that this list is comprised as a guide and is not intended to be exhaustive and so we are open to other appropriate evidence.*

## Enforcement Panel Member

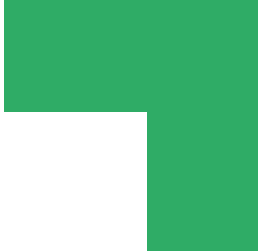
As a panel member you will perform the following tasks pursuant to the UR Enforcement Procedure:

- Challenge and assess a range of (potentially conflicting) evidence;
- Consider evidence to conclude whether there has been a breach of licence obligations or legislative requirements, and whether a penalty should be imposed and, if so, what level of penalty.
- Work well within a team of other panel members and be able to engage in a way which clearly and constructively considers all evidence.
- Clearly and transparently make and record decisions; and
- Determine whether an enforcement order (provisional and/or final) should be issued in relation to an ongoing licence or legislative breach, and the terms of such an order.

### Person specification and essential criteria:

As a panel member you will demonstrate all the following skills:

- Ability to evaluate critically based on a range of (potentially conflicting) evidence, and provide recommendations based on objective criteria;
- Ability to make difficult but fair decisions and experience in upholding the highest standards of rigorous decision making;
- Ability to listen and challenge in a constructive manner and have the drive to proactively engage to deliver decisions;
- Experience in interpreting legislation and/or legal advice;
- Strong communication skills to make an effective contribution to discussions across multiple stakeholders;
- Experience of sitting on boards or panels; and
- Ability to positively demonstrate a commitment to workplace values that align to those of the Utility Regulator.



Applicants must be able to demonstrate:

- Senior/board level experience\*


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Applicants must **also** be able to demonstrate expertise, knowledge or experience in **at least one or more** of the following areas:

- Proven knowledge, experience and understanding of energy and water legislation and licencing obligations of regulated companies.
- Proven track record of operating at a strategic level or as an independent expert in other jurisdictions and/or from other regulatory utility sectors to the benefit of consumers.

**Furthermore, any and all actual or potential conflicts of interest must also be declared and submitted with your application (further detail below).**

UR will provide secretariat support. Such tasks may include engaging and organising the Settlement or Enforcement Committee meetings and acting as a point of coordination and contact for the panel.



## **Terms of Appointment**

### **Period of appointment**

Appointed members will serve on the UR's Enforcement Panel for an initial period of three years. The appointment will be subject to review after this initial period and may be extended by UR following review up to a maximum of five years in total.

### **Time commitment**

We cannot anticipate the frequency or volume of settlement or enforcement committees, which will not be required in every enforcement case, therefore it is necessary to appoint panel members on the basis of a zero hours contract. The time commitment required in each case is also likely to vary considerably depending on the complexities of the case and the decisions sought by the Enforcement or Settlement Committee.

It would remain necessary in each specific case to consult the relevant licensee under enforcement action in advance of the establishment of the Settlement or Enforcement Committee. This is to ensure the independence of Committee members and identify any instances of actual or apparent conflict of interest before the individuals are appointed to a panel.

### **Remuneration**

Members of the Panel who are appointed to a settlement or enforcement committee will be entitled to remuneration for the days spent working on the case. Fees will be subject to attendance and fully satisfactory performance. The Panel members will be paid a fee at a rate of £575 per day (plus expenses). The daily fees rates will be reviewed annually in accordance with the approach to Chairpersons and Members of Public Bodies in accordance with wider public sector pay policy and may be increased with reference to the Northern Ireland Ireland Civil Service (NICS) pay award for non-industrial Civil Service staff.

### **Expenses**

Panel members will be reimbursed for reasonable travel and subsistence expenses where claims are supported by receipts. The most economic method of travel must be used and claims will be assessed for reasonableness against the rates outlined, in line with the UR Travel and Subsistence Expenses Policy (to be provided on appointment). All claims are paid on the basis of receipted actuals.

## Conflicts of interest

Conflicts of interest, whether real or perceived, can be damaging to the individual panel member and the Utility Regulator. Applicants are required to familiarise themselves with the definitions of interests and requirements of the Utility Regulator's Staff Interest Statement.

Successful candidates at offer stage, having read the Utility Regulator's Staff Interest Statement, must fully complete and return a Conflict of Interest Declaration and Statement of Integrity form via email to **monitoring@mcsgroup.jobs**. You should note that this information is regarded as part of the recruitment submission and failure to fully complete and return will result your disqualification from the process.

## Confidentiality

Panel members will be bound by the general restrictions on the disclosure of information as contained in the Energy (Northern Ireland) Order 2003 (as amended) or the Enterprise Act 2002. Panel members will be provided with and are required to familiarise themselves with, and abide by the detail of, these statutory provisions, and are asked to note that contravention of each aforementioned provision is (in each case) a criminal offence. Where applicable, panel members shall abide by the provisions of the Official Secrets Act 1989. These pieces of legislation can be accessed on the OPSI website at: [www.opsi.gov.uk](http://www.opsi.gov.uk)



## Recruitment and Selection Process

Candidates wishing to apply for this role must do so by sending a CV and cover letter in the first instance. Candidates must fully demonstrate in their cover letter that they meet the essential criteria and the demonstrable expertise, knowledge or experience.

Cover letters should not exceed two A4 pages and should be in Arial 10 font.

The CV and Cover Letter will be used to shortlist applicants and the onus is on the candidate to explain clearly how they meet each of the criteria.

The CV and Cover Letter must be submitted no later than 4pm on Wednesday 27 August 2025 and sent via email to **utilityregulator@mcsgroup.jobs**

Completed Fair Employment Monitoring Forms must be submitted via email to **monitoring@mcsgroup.jobs**

Thereafter, the stages of the interview process will be as follows\*:

Stage	Date
Closing date	27 August 2025
Shortlisting**	28 August 2025
Interview	w/c 1 September 2025
Expected outcome	w/c 15 September 2025

\*Dates and Times of stages are open to change

\*\*Shortlisting may commence during application stage

MCS Group is committed to Equality, Diversity, and Inclusion for all, being the first recruitment agency in NI to achieve Bronze Diversity Mark accreditation. If you have a disability which means you require a reasonable adjustment to be considered at any stage of the recruitment process, please let us know and we will endeavour to facilitate the request.



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