

GUIDE FOR APPLICANTS

PROCUREMENT ANALYST

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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. Message from John French, Chief Executive

Dear Applicant,

Thank you for taking the time to read this Guide for Applicants.

This is an exciting time to join us. We are expanding as an organisation to fully support Northern Ireland in meeting the challenges of climate change, the continued 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 want the Utility Regulator to be the best possible organisation to work for. We need passionate people who have the skills, potential and motivation 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 with the highest standards of professionalism. We will recruit the best candidates from a range of diverse backgrounds. If you strive to provide the highest levels of service for the greater good and your professional values accord with our organisational values, working here will be exactly what you are looking for.

We are an employer of choice and are committed to staff wellbeing, inclusion and excellence. Recently, we were awarded Best Companies 'Very Good to Work For' status. We have also been successful in gaining the Investors in People Silver Award, the Diversity Mark and Disability Confident: Committed accreditations.

Working as a Procurement Analyst you will assist the Finance and Procurement Manager in providing a range of financial and procurement services to achieve effective financial management. You will lead on the management of purchasing, procurement and tender activities, including supplier management and ensure value for money, in-line with public sector best practice.

Thank-you for your interest in joining the Utility Regulator. We very much look forward to receiving your application.

A handwritten signature in black ink, appearing to read 'John French'.

John French, Chief Executive

2. About the Utility Regulator

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.

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 are based at Millennium House, Great Victoria Street, in the centre of Belfast.

The Chief Executive and two Executive Directors lead teams in each of the main functional areas of the organisation: Chief Executive Office; Price Controls, Networks and Energy Futures; and Markets, Consumer Protection and Enforcement. The staff team includes economists, engineers, accountants, utility specialists, legal advisors and administration professionals.



Our diversity statement

Be UR Self

We recognise and value that everyone is unique and that we all have different minds. We want to celebrate 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 of us brings 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 STEM (Science, Technology, Engineering and Mathematics) industries, we are proud to support women in STEM.

We are an equal opportunity and 'Disability Confident' employer. As people with a disability and those from ethnic minority communities are currently under-represented in our workforce, we would 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 regards 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.

We hold concurrent competition law powers and are Northern Ireland's competition authority for its electricity, gas, water and sewerage industries. We have quasi-judicial powers to determine certain 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; and
- Non-governmental organisations.

3. About the role

Role: Procurement Analyst
Directorate: Chief Executive Office
Line manager: Finance and Procurement Manager

Key dates for applicants:

Closing date: **12.00pm, Friday 20 February 2026**

Interviews are expected to take place in early/mid-March 2026.

Terms and conditions

Contract Permanent, full time. Flexible working arrangements will be considered.
Hours 37 hours per week.
Salary £47,615 to £59,518 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.

We may create a reserve list from this competition to fill any additional suitable similar roles.

Role purpose

Working as a Procurement Analyst within the Utility Regulator, you will play a key part in supporting the Finance and Procurement Manager in providing a range of financial and procurement services to the Chief Executive Officer, Senior Leadership Team and Board.

You will work with the team to achieve effective financial management, and support the drive for continuous improvement in service delivery to achieve the strategic and statutory aims of the Utility Regulator. You will lead on the management of purchasing, procurement and tender activities, including supplier management and ensure value for money, in-line with public sector best practice.

This role will require a well-organised individual who can collaboratively work in a professional manner with a diverse range of stakeholders, with strong attention to detail and excellent organisational skills.

Key responsibilities

The main responsibilities of the role are set out below:

- Display the values of the Utility Regulator and the Northern Ireland Civil Service's Code of Ethics.
- Support the Chief Executive, Board and Senior Leadership Team of the Utility Regulator.
- Support the Finance and Procurement Manager and wider team in the implementation, production, maintenance and improvement of all financial, procurement, fraud and risk management related processes, in line with recognised best practice, including guidance from HM Treasury and Department of Finance (DoF). This includes:
 - ◆ Overseeing the management of the in-house procurement function from initiation stage to awarding of contracts. This includes leading on Utility Regulator frameworks, under £50k procurements, Direct Award contracts, assisting with the implementation of joint procurement arrangements and engagement with Construction and Procurement Delivery (CPD) on any other procurements, advice and guidance to ensure value for money and compliance with the Utility Regulator's Scheme of Delegation and public sector best practice.
 - ◆ Providing financial and procurement advice for approval of business cases.
 - ◆ Ensuring service compliance by managing the proper and efficient purchasing and payment of goods and services, including quotations and tenders.
 - ◆ Maintaining the procurement and contracts register, whilst working alongside the Project Management Team and contract managers, to ensure efficient contract management and prompt resolution to any contract disputes.
 - ◆ Providing teams within the Utility Regulator with accurate advice on financial accounting and procurement procedures and practices to inform decision making and actions.
 - ◆ Liaising with External and Internal Audit to facilitate their requirements within prescribed timescales and ensure that recommendations are followed up and implemented appropriately.

- ◆ Assisting with reporting to internal and external stakeholders including the Utility Regulator's Board, DoF, Construction and Procurement Delivery, Audit and Risk Committee and auditors, and attend meetings to present as necessary.
- ◆ Supporting compliance and strengthening of financial control across the Utility Regulator by contributing to the development of finance, procurement and other related policies and procedures, guidance and training to ensure compliance with the most up to date guidance and increase the effectiveness of the overall finance function.
- ◆ Supporting the risk management strategy and processes, which includes the identification and mitigation of risks and business continuity planning.
- ◆ Providing direction and leadership to the Finance Officer, including all aspects of staff management (recruitment, HR, training and development, induction, production of personal objectives, monitoring of staff performance data and performance management including the management of poor performance).

This role may also involve-

- ◆ Overseeing monthly financial and procurement duties carried out by the Finance Officer, ensuring compliance with statutory guidance and required deadlines. This includes (but by no means limited to), payment of invoices, posting of monthly journals and reconciliation of control accounts.
- ◆ Supporting and overseeing the monitoring, review, and compliance with Public Sector Prompt Payment Policy, investigating and resolving complex issues as required.
- ◆ Support the timely production and quality assurance of the Utility Regulator's Annual Report and Accounts and year-end audit requirements, in line with government and statutory requirements.
- Build and maintain constructive relationships with a broad range of internal and external stakeholders of the Utility Regulator at all levels, whilst ensuring any conflicts are proactively and effectively resolved.
- To proactively identify opportunities and implement changes to promote continuous improvement within the Utility Regulator.

- To assist in strengthening the profile, reputation and relevancy of the Utility Regulator to staff, consumers, stakeholders and industry.
- To promote a culture of professionalism, openness, inclusiveness and transparency across all aspects of the Utility Regulator's operational activity and service delivery.
- Fulfil and actively contribute to the values of the Utility Regulator.
- Our statutory remit and organisational structure are continuing to evolve. It is therefore quite possible that the scope of the advertised role will evolve with consequential changes to the job description.

Please note that this list is not exhaustive and the successful candidate will be required to carry out other duties as allocated by management and according to organisational need and evolution.

4. Selection criteria

Please note that you will be required to fully demonstrate essential criteria **1-4 on the application form** to be shortlisted for the next stage of the process.

Essential criteria **2, 3, 5 and 6** will be tested at the **interview** stage.

Essential criteria - application form	
1	Obtained the Chartered Institute of Procurement and Supply (CIPS) Level 6 Professional Diploma or equivalent.
2	At least two years' demonstrable experience working in a similar role, including all aspects of the procurement process from initial review of documentation, tender publication, evaluation and contract award whilst coordinating and overseeing the work of others.
3	Demonstrate experience working with digital systems and data tools, such as Excel, to analyse financial or commercial data and create efficiencies or process improvements.
4	Ability to demonstrate an understanding of and commitment to workplace values that align to those of the Utility Regulator. (Our mission, vision and values can be found on page 4 of this pack).
Essential criteria - interview	
2	At least two years' demonstrable experience working in a similar role, including all aspects of the procurement process from initial review of documentation, tender publication, evaluation and contract award whilst coordinating and overseeing the work of others.
3	Demonstrate experience working with digital systems and data tools, such as Excel, to analyse financial or commercial data and create efficiencies or process improvements.
5	Demonstrable experience of delivering and implementing new processes or procedures, including the delivery of training, to achieve organisational objectives.
6	Demonstrable experience of building and maintaining constructive and collaborative relationships with a diverse range of stakeholders, both internal and external, to successfully deliver organisational objectives.

Desirable criteria

In the event of a large number of applicants, the following desirable criteria will be used for further shortlisting. This criteria **should be demonstrated on the application form** and may be tested further at the interview stage.

Desirable criteria	
1	Experience of conducting public sector procurement activities.

Desirable criteria	
2	Experience of using 'Sunsystems' or other similar finance systems.

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 stage.

Key skills and competencies	
Professional knowledge/skills	Ability to develop knowledge as 'subject expert' in work area. Strong digital skills and IT skills. Ability to take a high degree of individual responsibility and deliver with limited supervision and diligence.
Analytical rigour	Highly proficient in the use of excel for financial analysis and reporting. High-level of attention to detail and accuracy. Ability to use complex analysis to resolve problems. Ability to use analysis to investigate and recommend options.
Governance	Ability to apply best practice and work within organisational legal and governance requirements. Ability to identify and mitigate risks. Ability to demonstrate strong alignment to corporate goals and messages.
People	Strong communication and interpersonal skills. Positive and proactive alignment with the Utility Regulator's values. Ability to work positively and collaboratively with individuals and in teams.
Relationship management	High level of negotiation and influencing skills. Ability to positively challenge and resolve conflicts proactively and effectively to obtain a satisfactory resolution/outcome. A proactive, collaborative and flexible attitude, with ability to work in partnership with internal and external stakeholders.
Strategic thinking and delivery	Ability to take personal ownership of work streams and drive forward to conclusion with minimum supervision. Ability to think creatively, to innovate and resolve problems. Ability to operate in a fast-changing environment. Support planning and delivery of a substantial workload.

Managing resources	Strong organisational and time management skills to balance priorities effectively and meet deadlines. Ability to enhance processes for improvement whilst ensuring and conformity to applicable statutory and regulatory requirements.
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Competency Framework

You may wish to consider the Utility Regulator's Competency Framework when completing your application. A copy can be downloaded alongside this recruitment pack.

5. The recruitment and selection process

How to apply

Completed application forms must be received by **12.00pm Friday 20 February 2026**.

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 you to ensure your application is received before the closing date. We will use the time it is received according to our computer systems, not the time sent from your email account.

Applications and queries must be emailed to: recruitment@uregni.gov.uk.

If you have a disability and require assistance, we will facilitate this on request. If you wish to receive this information pack in an accessible format, please advise of your requirements as soon as possible as the closing date is the same for all applicants.

Monitoring Form

We monitor 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 to fully complete and return it 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.

We are committed to equality of opportunity and welcome 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

We are the data controller for the personal information you provide as an individual seeking employment. This means we determine the purposes for which, and the manner in which, any personal information relating to your 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 our Job Applicant's Privacy Notice. This notice describes how we collect and use personal information during the recruitment process and afterwards in accordance with GDPR and can be downloaded, in full, from 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:

- 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 that 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, for example, 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 examples you provide may be checked out at interview and you need to be prepared to talk about them in detail if invited to interview. It is your unique role the panel is interested in, not your teams.
- Artificial Intelligence can be a useful tool to support your application, however, all examples and statements provided must be truthful, factually accurate and taken directly from your own experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by artificial intelligence, as your own) applications may be withdrawn.

An application form is designed to ensure you provide the necessary information to determine how you meet the eligibility/shortlisting criteria required for this post. The panel may decide to interview only those applicants who appear, from the information provided on your 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;
- Information in support of your application will not be accepted after the closing deadline. Incomplete application forms will not be considered. Application forms received after the closing deadline or reformatted will not be accepted;
- Please note that the time of receipt of emailed applications will be defined by our computer systems, not the time and date sent; and
- Only details provided by you on your application form (employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining eligibility and shortlisting for the post.

Assessing your application

After the closing date, the first stage in the selection process will be 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 criteria stated.

If you do not fully demonstrate by example how you meet each of the criteria, you will not progress to the next stage. 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.

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

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, desirable criteria or key skills.

Additional selection stages may be needed. We intend that the interview process will take place in Millennium House, Great Victoria Street, Belfast. You will be informed of interview arrangements closer to the time and notified of the outcome (successful or unsuccessful) by email.

Disability requirements at interview

We ask on this 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 that you have a disability and are successful in the selection process and being considered for appointment, you may be required to outline any adjustments you consider needed 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 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

- Application Form (emailed by closing date).
- Equality Monitoring Form (emailed in a separate email).

6. Benefits of working for us

Key employee benefits

These headline terms will be included (amongst others) in a written contract of employment.

Your salary

The starting base salary will be £47,615 to £59,518 per annum. You will be paid monthly in arrears via Bankers Automated Clearing Service (BACS).

Your pension

If you are successful, you will be employed as a civil servant and, as such, automatically enrolled into the NICS pension arrangements. Employer's contribution for this salary range is 34.25%. This is a generous, defined benefit pension scheme. Information about pensions can be found at 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. If, in your current role, you have already attained 30 days leave by dint of service with the Northern Ireland or Great Britain Civil Service, your entitlement will be 30 days from your start date (pro-rated).

Non-salary benefits

We offer a range of non-salary benefits including a supportive family friendly environment, flexible working in a hybrid setting, generous leave including special leave, maternity/paternity entitlement, 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 be considered. Our offices are open for business between 7am and 7pm (Monday to Friday). You may avail of 'flexitime', provided it meets business needs, with flexible start and finish times outside 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

necessary for the proper fulfilment of your duties for which no additional payment will be made.

Place of work

If appointed, you will be our employee and based at Millennium House, Great Victoria Street, Belfast. We operate a hybrid working pattern, which is an average of 40% of all staff working hours to be in person with colleagues, either on-site at Millennium House or on official business.

This hybrid working pattern is subject to business need. The home working element of hybrid working is voluntary and while you may opt to be office based, we welcome applicants whose circumstances lend themselves to a degree of remote working.

Mobility

Excluding secondment opportunities, employment does not confer any right of mobility or transfer to a position in any other part of NICS (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 is dependent on the outcome of this. During the probationary period, your performance will be regularly monitored and we reserve the right to extend it for such further period or periods as considered reasonably necessary to assess your performance further.

Additional information

If you are being considered for appointment, we will ask you to complete the AccessNI application form for a basic disclosure certificate. Full details will be provided with an offer of employment. Instructions can be found at www.nidirect.gov.uk/accessni.

You should not be 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.

Proof of right to work in the UK and visa conditions

As part of our pre-employment checks, we are required by law to verify your right to work in the United Kingdom. The following conditions related to any future offer or employment with the Utility Regulator are detailed below.

You must provide satisfactory evidence of your right to work in the United Kingdom prior to commencing employment. Acceptable documents include, but are not limited to:

- A valid passport.
- National identity card or Home Office registration certificate.
- United Kingdom Border Agency work document if you need permission to work.

Employers can face unlimited fines if they employ illegal workers and need to make sure that no one they employ is working in the United Kingdom illegally.

However, to protect themselves against discrimination laws they should treat all job applicants equally. So don't be offended if you're asked to prove your nationality, as all those who are made an offer of employment will be asked to provide proof of right to work. Please refer to the Home Office guidelines for a complete list of acceptable documents.

If your right to work in the United Kingdom is based on a visa or work permit, any future offer of employment is conditional upon:

- You providing a copy of your valid visa or work permit.
- The duration of which your visa or work permit covers.
- You maintaining your right to work status throughout your employment.

For further support on working in Northern Ireland, 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.