

Role 3 - Head of Monitoring and Analysis

Job Description

As Head of Monitoring and Analysis within the Utility Regulator, you will:

- Display the values of the Utility Regulator and the Northern Ireland Civil Service Code of Ethics.
- Work openly and collaboratively as a member of the wider leadership team, ensuring the Utility Regulator is lead effectively to achieve its statutory and strategic duties and goals.
- Be a passionate advocate for the use of analysis, evidence and data, and a strong communicator who can convey actionable insights from analysis to a wide range of stakeholders.
- Understand how evidence-based analysis can improve outcomes, using analytical skills to inform and support analytical decision making and using this to influence at Single Electricity Market (SEM) Committee /Board level and across the Utility Regulator's thinking and decision making.
- Be comfortable working with senior stakeholders across different jurisdictions.
- Develop structured plans across a range of activities and monitor progress towards achieving strategic objectives.
- Have expert technical skills and be able to undertake robust analysis of emerging policy changes and market design impacts.
- Be committed to promoting and enhancing equality, diversity and inclusion, building an open and accountable workplace where all staff can make a real difference.
- Look for opportunities and initiatives that will improve information and insight for decision making across the Utility Regulator.
- Oversee the quality and outputs of research including analysis, learnings, timeliness, whilst delivering value for money.
- Create and sustain a culture of innovation and continuous improvement supporting transformational programmes.
- Understand and apply the PRINCE2 standard or equivalent, and how it should be applied to projects within the Utility Regulator.
- Set project controls and create the project structure and organisation that will enable successful project delivery.
- Proactively manage and report on project progress to senior leaders, taking corrective action as required to keep tasks, teams and individuals on track.
- Have excellent drafting skills and the ability to review the written work of others.
- Oversee regulatory and organisational projects, ensuring timely delivery against sometimes ambitious deadlines whilst maintaining quality.
- Promote an organisational customer focused culture that promotes the Utility Regulator's values, inspires and develops staff, values staff contributions and encourages proactive performance, communication and engagement at all levels through visible and collective leadership.

Key responsibilities

The main duties of the Head of Monitoring and Analysis will be:

- To support the Chief Executive, Board and Senior Leadership Team of the Utility Regulator.
- To be a visible leader within the Utility Regulator and have the ability to build, inspire and motivate inclusive, high performing teams. To have an up-to-date knowledge of good governance standards, and corporate planning.
- To ensure that the best market and policy analysis are available to support decision-making across the Utility Regulator and SEM Committee.
- To ensure the market and policy analysis and advice within the Utility Regulator uses the best possible evidence, and ensure the analysis drives organisational and market outcomes and captures real-world impact.
- To work with the SEM Committee to provide up-to-date and accurate analysis of the all-island electricity market.
- To constantly improve the use of analysis and evidence across the Utility Regulator, including the development of cross-departmental analytical working groups.
- To provide strong strategic direction to the market analysis undertaken by the Utility Regulator; anticipating and understanding the direction of energy policy.
- To ensure that your team is producing evidence and insight that is relevant and able to respond to emerging policy demands.
- To develop and maintain collaborative relationships with a wide range of internal and external stakeholders to achieve optimal results for the Utility Regulator.
- To have the energy and drive to challenge accepted thinking and engage and enthuse your team to achieve timely results.
- To promote a culture of openness, inclusiveness and transparency across all aspects of the Utility Regulator's operational activity and service delivery.

This list is not exhaustive and the successful candidate will be required to carry out other duties as allocated by Management.

Our statutory remit and organisational structure are continuing to evolve. It is therefore quite possible that the scope of the advertised role will evolve significantly with consequential changes to the job description.

Essential criteria for all roles	
1	At least five years' demonstrable experience of a leadership and management role, including the values led development and performance management of staff.
2	Demonstrable experience of building effective relationships and working constructively with internal and external key stakeholders at a senior level* to deliver significant outcomes, including demonstrable experience of interpersonal and communications skills which command confidence, transparency and respect among senior staff and stakeholders.
3	Proven experience of proactive project management to deliver quality outcomes of significant work programmes to tight timeframes, whilst under competing pressures.
4	Ability to positively demonstrate, by examples, an understanding of, and commitment to, promoting workplace values that align to those of the Utility Regulator. Our mission, vision and values can be found on page 4 of the Guide for Applicants.

*Senior level refers to senior leadership team or Board level.

Essential criteria for Role 3 - Head of Monitoring and Analysis	
1	At least five years' demonstrable experience of at least one of the following areas, preferably gained in the electricity or gas sectors: <ul style="list-style-type: none"> a. economic regulation (including developing regulatory frameworks); b. the operation of retail and/or wholesale markets; and c. market analysis of retail or wholesale markets.