

# **GUIDE FOR APPLICANTS**

# **GREEN GAS MANAGER**

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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 our 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 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 Green Gas Manager within the Utility Regulator, you will be responsible for developing analysis to support the Department for the Economy's (DfE) policy development efforts in the areas of; green gas integration on the gas network (biomethane, hydrogen), future of the gas network and alignment of these with heat policy development. This area is complex and requires holistic thinking across a range of other policy areas such as decarbonisation of power, heat decarbonisation, and energy efficiency.

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 'J. French', is written in a cursive style.

**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 in 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 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**

**ACCOUNTABLE:**  
We take ownership of our actions.

**TRANSPARENT:**  
Ensuring trust through openness and honesty.

**COLLABORATIVE:**  
Connecting and working with others for a shared purpose.

**DILIGENT:**  
Working with care and rigour.

**RESPECTFUL:**  
Treating everyone with dignity and fairness.

## 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 people 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 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.

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: Green Gas Manager  
Directorate: Networks and Energy Futures  
Line manager: Head of Function for Gas Networks and Futures  
Key dates for applicants:

**Closing date: 12:00pm, Friday 1 May 2026**

Assessments and interviews are expected to take place mid-late May 2026.

#### Terms and conditions

Contract: Permanent, full time.  
Hours: 37 hours per week.  
Salary: £68,270 to £81,840 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 manager roles across the organisation**

#### Role purpose

As a Green Gas Manager within the Utility Regulator, you will be responsible for developing analysis to support the Department for the Economy (DfE) in its policy development efforts in the following areas:

- Green gas integration on the gas network (biomethane, hydrogen)
- Future of the gas network
- Alignment of these with heat policy development

DfE's policy work will have an impact on the Utility Regulator's regulatory framework, and fundamentally so for gas networks. The Utility Regulator may also evolve our regulatory frameworks within our vires to do so. You will be required to

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maintain an understanding of the factors that could shape the transition of the gas network to renewable gases and to evaluate how the regulatory framework for gas networks may need to change to meet these challenges and manage the delivery of any associated projects.

This area is complex and requires holistic thinking across a range of other policy areas such as decarbonisation of power, heat decarbonisation, and energy efficiency. You will therefore need to be comfortable developing and leading a range of bespoke projects within a complex evolving environment.

We are therefore looking for an individual with a strong track record in evaluating and shaping regulatory options for the gas sector in response to the energy transition, including how these options may impact the decarbonisation of heat and the future of gas demand.

You will also proactively develop a team of analysts, ensuring they maintain a high level of regulatory knowledge and can independently assess how the regulatory framework may need to evolve and design the necessary changes.

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.

Your main responsibilities are set out below.

- To support the Chief Executive, Board and the leadership team of the Utility Regulator.
- Support the development of DfE policy on biomethane and hydrogen as required, e.g. by developing sound evidence and robust cost information that can assist policy making
- Anticipate changes to the Utility Regulator's regulatory frameworks for gas networks that may be needed to align with emerging DfE policy or that may otherwise further the Utility Regulator's statutory duties
- Evaluate and shape changes to the regulatory framework for the gas networks in response to the energy transition, e.g. to connection policies, codes of operations, and inter operator agreements
- Lead discussions on these matters on Utility Regulator's behalf with the Gas Network Operators, DfE and other industry participants

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- Work closely with the price control team, the gas operations team, and the future projects and schemes team on all matters related to the future of the gas networks in the energy transition, identifying and helping to manage risks for gas consumers
- Oversee the quality of your team's work by providing direction, guidance, support and effective 'thought' leadership.
- Performance manage and motivate a team of analysts by promoting an organisational customer focused culture that aligns to the Utility Regulator's values, inspires and develops staff, values staff contributions, encouraging proactive performance, communication and engagement at all levels through visible and collective leadership.
- Understand and apply the best practice project management techniques, and how it should be applied to projects within the Utility Regulator.
- Support the Networks and Energy Futures Director and two Heads of Function on strategic matters around future use of energy, providing support to DfE where appropriate.
- Build an expert knowledge on future trends related to the energy transition, energy transition strategies locally and further afield and follow European regulatory developments relevant to the role.
- Report to the Utility Regulator's Board and Senior Leadership Team on matters relating to future use of energy.
- Display the values of the Utility Regulator and the Northern Ireland Civil Service's Code of Ethics.
- Communicate convincingly and with authority, internally and externally, both verbally and in writing.
- Have a willingness to listen to others to foster effective working relationships within multi-disciplinary teams within the Utility Regulator and with other stakeholders.

**This list is not exhaustive and will change over time according to organisational need. The postholder 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 with consequential changes to the job description.

## 4. Selection criteria

This role would suit an individual with a strong understanding of the factors that could shape the transition of the gas network to renewable gases and how the gas regulatory framework may need to change to meet these challenges.

You will have exceptional analytical skills and the ability to communicate complex ideas with clarity and authority and build positive relationships at all levels. You will bring experience working at pace, on multiple high-priority strategic issues, often at the same time. You will also have the credibility and leadership skills to influence senior stakeholders and empower your team to deliver.

### Essential criteria (for all candidates)

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

Criteria **2-6** will be tested at the **interview and assessment** stages.

| Essential criteria - application form and interview/assessment |   |
|--|---|
| 1  | Qualified to degree level (or equivalent) in a relevant discipline* or relevant professional/industry-recognised qualifications. OR at least four years' professional experience demonstrating an equivalent level of knowledge.  |
| 2  | At least three years' demonstrable experience of evaluating and shaping regulatory options for gas networks in response to the energy transition, including how these options may impact the decarbonisation of heat.             |
| 3  | A proven track record of leading, coaching or developing professional staff or project teams, and of contributing positively to organisational culture.   |
| 4  | Ability to positively demonstrate by examples, an 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 4 of this pack.) |
| Essential criteria - interview/assessment                      |   |
| 5  | Proven experience of people, project and risk management, to deliver high quality outputs in a complex environment while managing limited resources and competing pressures.  |
| 6  | 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.    |

- \*Relevant degree disciplines may include degrees in areas such as economics, engineering, sustainable energy, environmental science, information technology, mathematics, law, business management or another relevant field.

## Desirable criteria

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

| Desirable criteria - application form |  |
|---------------------------------------|--|
| 1                                     | Proven experience of working within the energy industry. |

## 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.

| Key skills and competencies   |   |
|-------------------------------|---|
| Professional knowledge/skills | <p>Ability to develop knowledge as an 'expert' in work area</p> <p>High degree of individual responsibility.</p> <p>Professional standard of regulatory analysis skills using a wide range of best practice methodologies.</p> <p>Ability to identify and define public policy issues relevant to the work of the Utility Regulator.</p> <p>Ability to develop and evaluate policy options and conduct such evaluation from an independent and objective viewpoint.</p> |
| Analytical rigour             | <p>High level of attention to detail and accuracy.</p> <p>Ability to use complex analysis to resolve problems.</p> <p>Ability to make sound judgements, considering all relevant technical, legal, financial, economic and consumer protection factors.</p>   |
| Governance                    | <p>Project management skills.</p> <p>Ability to apply best practice and work within policy, governance appropriate guidelines and legal requirements.</p> <p>Ability to identify and manage risks.</p> <p>Ability to demonstrate strong alignment to corporate goals and messages.</p>  |

| Key skills and competencies     |   |
|---------------------------------|---|
| People                          | <p>Strong leadership and people management skills.</p> <p>Strong communication and interpersonal skills.</p> <p>Positive and proactive alignment with the Utility Regulator's values.</p> <p>Excellent verbal communication and writing/drafting skills.</p> <p>Ability to manage talented professional staff, ideally both individually and in teams.</p> <p>Ability to articulate management approaches and evaluate alternative approaches.</p> <p>Ability to lead, motivate and forge effective relationships at all levels internally, externally and cross functionality.</p> <p>Strong leadership skills with the ability to provide direction and focus for team members as well as motivating the team to achieve results.</p>   |
| Relationship management         | <p>High level of negotiation and influencing skills.</p> <p>Ability to develop and build positive and trusted relationships with a wide variety of colleagues and external stakeholders.</p> <p>Ability to positively challenge colleagues and stakeholders at all levels.</p> <p>Ability to work collaboratively and deliver in partnership.</p> <p>Ability to present succinctly and convincingly to senior staff.</p> <p>Ability to represent the Utility Regulator's views on topics within your area of responsibility to other organisations and in public forums.</p> <p>Ability to communicate authoritatively and effectively with industry, business, consumers and their representatives and the public sector.</p> <p>Ability to prepare and conduct negotiations through processes that optimise your ability to deliver desired outcomes while safeguarding future working relationships.</p> |
| Strategic thinking and delivery | <p>Ability to analyse complex strategic issues and develop a best practice understanding of key emerging issues in the energy transition.</p> <p>Intellectual ability to assess strategy effectively and ability to think creatively, to innovate and resolve problems.</p> <p>Ability to take personal ownership of work streams and drive forward to conclusion with minimum supervision.</p> <p>Ability to think creatively, to innovate and resolve problems.</p> <p>Ability to contribute and lead to deliver projects.</p> <p>Plan, drive and deliver a substantial workload.</p>   |

| Key skills and competencies |   |
|-----------------------------|---|
| Managing resources          | <p>Work well under tight deadlines and with a high degree of individual responsibility.</p> <p>Demonstrable experience of designing or procuring consultancy or research support, including a strong grasp of good practice in managing outside resources.</p> <p>Demonstrable experience of managing financial resources, tracking budgets, etc.</p> |

## 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 1 May 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](mailto: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 fully to 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](http://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 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, 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 team's.
- 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 disqualified.

An application form is designed to ensure you provide the necessary information to determine how you meet the eligibility/short listing 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);

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- 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.

### **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 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 assessment and 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.

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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](mailto:recruitment@uregni.gov.uk).

### **Further information**

Further information about the work of the Utility Regulator can be found at [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. 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 in the range of £68,270 to £81,840 per annum. If you are successful, you will normally be offered the first point on the scale. 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](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. 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 role, however the Utility Regulator is committed to considering flexible working options, wherever possible. Please tell us if you would like to be considered for flexible arrangements. 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

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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](http://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](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.