

GUIDE FOR APPLICANTS

ESTATES AND INFORMATION GOVERNANCE 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 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. We hold a 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 the Estates and Information Governance Manager, you will play a key part in providing operational support and strategic leadership for the Utility Regulator's information governance and records management function. You will also have responsibility for a broad portfolio of related areas, including digital and IT governance and operations, business continuity, security, estates and workplace services, health and safety oversight and associated office operations.

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'.

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;

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- 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: Estates and Information Governance Manager
Directorate: Price Control, Networks and Energy Futures.
Line manager: Executive Director - Price Controls, Networks and Energy Futures

Key dates for applicants:

Closing date: 2:00pm, 30 April 2026

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

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 Estates and Information Governance Manager within the Utility Regulator, you will oversee a small team of three staff (an analyst, an officer and an admin grade, with part-time supervisory support at analyst level). The Estates and Information Governance Manager will provide strategic leadership for the Utility Regulator's information governance and records management function. The role will also carry responsibility for a broad portfolio of related areas including digital and IT governance and operations (notably managing the relationship with the Northern Ireland Civil Service's in-house IT infrastructure provider, IT Assist), business continuity, security, estates and workplace services, health and safety oversight and associated office operations.

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You will ensure that the organisation has robust information governance arrangements, effective policies and procedures and appropriate systems in place to support statutory compliance, organisational resilience, secure management of information and high-quality corporate service delivery.

You will also provide expert advice to the Chief Executive, Executive Directors, Senior Leadership Team and relevant governance bodies, on matters relating to information governance, records management, business continuity, IT and security, estates management and health and safety. You will work with colleagues from across the organisation and participate in industry and government groups. Data Protection Officer, GDPR and Freedom of Information (FOI) responsibilities do not form part of this role.

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.

Your main responsibilities are set out below:

Lead the Estates, IT and Records (EIR) Team

- Create and maintain a positive organisational culture which provides direction and leadership to members of the EIR Team. This includes all aspects of staff management: recruitment, training and development, induction, production of personal objectives and monitoring and management of staff performance.
- Provide inclusive team leadership by supporting and developing team members and demonstrating commitment to the Utility Regulator's values.
- Oversee the quality, timeliness and outputs of contracts, whilst delivering value for money.
- Support the Chief Executive and Senior Leadership Team through providing expert advice on matters of Business Continuity Planning (BCP), IT provision, security, estates management, health and safety and information governance management.

Estates management

- Lead on estates and workplace services matters, including landlord and tenant liaison, contractor management, maintenance coordination and workplace issue resolution.
- Undertake BCP testing, fire evacuation tests and ensure the Utility Regulator complies with best practice and statutory duties.

- Manage furniture and equipment, place orders and manage any installation needed, as and when required.

Information governance and records management

- Lead and coordinate the organisation's information governance and records management arrangements, ensuring that information assets are managed in accordance with legal, regulatory and corporate requirements.
- Manage the process of migrating from the current file retention system (shared drive) to a new Sharepoint system. Ensure registered files are handled in line with policy and finalise and implement a disposal and retention schedule in conjunction with the Public Records Office of Northern Ireland (PRONI).
- Develop, implement and maintain policies, procedures and governance frameworks relating to information management.
- Develop an AI strategy for use by internal Utility Regulator staff that focuses on opportunities to improve productivity, streamline processes and support enhanced service delivery, while ensuring compliance with relevant legal, ethical, regulatory and security requirements.
- Provide high-quality strategic advice and assurance to the Chief Executive, Board, Senior Leadership Team and other relevant committees on matters within the remit of the role.
- Promote and embed a culture of compliance, openness, transparency and continuous improvement, consistent with the Utility Regulator's values.

IT systems management / security

- Provide leadership on digital and IT operational and governance issues, including the secure use of information, cyber security oversight and governance for new or amended digital services, websites and applications.
- Act as the IT Security Officer and undertake relevant responsibilities including approvals, assurance processes and compliance with relevant Department of Finance (DoF) / IT Assist security processes and health checks for line-of-business applications and other services.
- Support the safe and effective adoption of Microsoft 365 (to include Teams, Sharepoint and other technologies), including contributing to governance for emerging tools such as AI-enabled services, where appropriate.

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- Act as IT Assist Business Relationship Manager as key contact on the management of the services provided to us by IT Assist under the terms of our Service Level Agreement (SLA) including quarterly reporting and if incidents or performance issues arise.
- Participate as a member of the IT Assist Digital Operations Management Board, signing off on updates and amendments to our SLA.
- Participate in the DoF Digital Enablement Programme to support full deployment of the MS Teams package and develop a timeframe and workstreams to achieve this including (with Sharepoint particularly in mind) consideration of consultancy and other cost implications for licencing.

Budgets and corporate reporting

- Lead on the management and monitoring of EIR budgets, including reporting on resource and capital expenditure, accruals and financial controls.
- Complete and update EIR risk register, corporate risk register (where required), quarterly performance scorecard for EIR related measures, prepare requisitions for approval for EIR purchases and sign off on prior approval forms (when goods/services are received).

Health and safety

- Take organisational lead for all aspects of health and safety, participating in the internal Health and Safety Committee (Chaired by the Executive Director), maintaining and ensuring adequate testing and provision for qualified fire wardens, first aiders and evacuation chair volunteers.
- Ensure health and safety governance arrangements and systems are in place, including policies, procedures, guidance, health and safety risk assessments and training for all staff across the Utility Regulator.

Business continuity planning and security

- Strategically develop, manage and provide an expert and high-quality specialist and business continuity advice function. Manage the development and maintenance of all emergency plans and risk registers, working with colleagues to ensure a consistent and coordinated system of response and that lessons are learnt, recorded and implemented from planning exercises and real-life incidents.

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- Work with Senior Management to take forward internal security audit recommendations, bringing BCP and Incident Management Communications Plan into one single framework.
- Act as designated Security Officer and develop and/or manage a suite of security risk policies/policy framework to identify, assess and manage security risks, including cyber, information, operational or physical security risks. Work with the Board, Chief Executive and Senior Management to take forward internal security audit recommendations in accordance with legal, regulatory and corporate requirements.

Office management

- Ensure an agreed framework for reception cover and visitor handling is delivered, including mailbox management and communication with ground floor security; oversee visitor fob issuance and returns.
- Oversee switchboard arrangements and NI Direct call-handling, including scripts and updates from the Communications Team, ensuring suitable facilities for sensitive or lengthy calls.
- Maintain processes for incoming post, scanning and distribution.

Sustainability

- Work with Utility Regulator Finance Team and office landlord to develop reporting on sustainability metrics.
- Participate in the Utility Regulator Sustainability Working Group.
- Act as lead contact for Business in the Community's NI Environmental Benchmark Survey.

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 an 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

This role would suit a proactive individual who is keen to use their initiative to provide well-reasoned solutions in a challenging area of work. You will already have the ability to work effectively under minimal supervision and engage positively and constructively with internal and external contacts.

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 **1-6** will be tested at the **interview and assessment** stages.

Essential criteria - application form and interview/assessment	
1	A minimum of four years' professional experience demonstrating: 1. Estates management, including oversight of health and safety governance arrangements, policies, risk assessments, committee governance, reporting and training; 2. Information governance and records management, including development and application of policies, procedures, controls and governance frameworks; and 3. IT systems management and security, including digital/IT governance, security oversight, collaboration with IT providers or shared services, support for assurance processes and management of digital risk.
2	Experience in developing, maintaining or coordinating business continuity and organisational resilience arrangements, including planning, exercising and incident preparedness.
3	Experience leading organisational wide information management improvement or transformation, such as implementing structured digital information management, retention and disposal processes, or migrating from shared drives to SharePoint or similar platforms.
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 in effectively managing or coaching staff, contributing to performance, engagement and team development.
6	Strong stakeholder management skills, with evidence of working across internal functions, providing strategic advice and assurance to senior leaders and with effective collaborative external partners or service providers associated with governance, records management, health and safety, security, estates or facilities management, contractor or landlord relationships or other corporate risk areas within an office or corporate environment.

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	Experience of engaging with cross-government, public sector or regulatory forums on records management/disposal and retention, digital, IT or governance matters.
2	Understanding of the safe and effective use of AI tools (e.g. Copilot) within a Microsoft 365 environment, including developing internal guidance for staff.

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>Comprehensive knowledge of relevant NI legislation in own area of expertise.</p> <p>Identifies and articulates public policy and wider external issues relevant to the Utility Regulator.</p> <p>Balances professional expertise and mentoring team.</p> <p>Negotiates and influences on issues in area of expertise.</p>
Analytical rigour	<p>Creates a culture that promotes analytical rigour and objectivity.</p> <p>Assesses policies, projects and risks as basis for informing decisions and making recommendations.</p> <p>Focuses on critical issues and longer-term implications.</p> <p>Assimilates and makes sense of complex and/or conflicting information and perspectives.</p> <p>Thinks creatively and builds innovative solutions to problems.</p> <p>Communicates and structures outputs clearly, succinctly and in a manner appropriate to the circumstances.</p> <p>Ensures team decision making based on sound evidence.</p> <p>Stands over team's actions and results.</p>

<p>Governance</p>	<p>Ensures governance and process requirements are met in own work area and in wider public sector context to minimise risk of challenge to Utility Regulator decisions.</p> <p>Has in depth knowledge of Utility Regulator risk management procedures and develops risk register entries for own work area and wider directorate.</p> <p>Sets a positive example in timely adherence to internal and external compliance responsibilities and identifies and manages relevant legal risks.</p> <p>Ensures transparency in governance procedures and supports others in upholding professional ethics.</p> <p>Ensures confidentiality and diplomacy in Board business.</p> <p>Ensures all required approvals are obtained prior to committing to expenditure.</p> <p>Ensures high standards of conduct for the team.</p>
<p>People</p>	<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>

<p>Relationship management</p>	<p>Strong drafting, analytical and communication skills, with the ability to produce clear policies, reports, briefings and governance documentation and to review the written work of others.</p> <p>Generates and sustains a wide network of relationships internally and externally.</p> <p>Seizes opportunities to develop long term and strategic alliances.</p> <p>Builds and maintains bridges in areas of conflict or sensitivity to sustain credible/viable relationships.</p> <p>Promotes Utility Regulator externally at senior level.</p> <p>Demonstrates pro-active understanding of others' agendas and handles sensitively.</p> <p>Critically evaluates counter arguments and challenges as appropriate.</p> <p>Influences others to make decisions by presenting information persuasively.</p> <p>Influences at senior level to further Utility Regulator's interests.</p>
<p>Strategic thinking and delivery</p>	<p>Influences, reviews and analyses Utility Regulator policy and strategy to determine required changes or development.</p> <p>Considers and contributes to succession planning and development need/plans.</p> <p>Takes corrective action where practices are not in line with policies.</p> <p>Defines measurable and achievable strategic objectives.</p> <p>Implements strategy and policies in own work and team's work and plans accordingly.</p> <p>Contributes effectively to the delivery of cross directorate projects and re-prioritises teamwork plans accordingly.</p> <p>Takes responsibility for the teams' delivery against objectives.</p> <p>Supports staff working autonomously and encourages decision making within appropriate areas of work.</p>

<p>Managing resources</p>	<p>Applies project management/PRINCE2 principles to effectively manage projects.</p> <p>Uses own resources effectively (people, finance, technology, etc).</p> <p>Takes action to reduce costs, ensure value for money and development of team business plan.</p> <p>Makes recommendations for expenditure which are clearly linked to team/organisation objectives.</p> <p>Promotes and enforces appropriate guidelines, procedures and legal requirements.</p> <p>Identifies risks and manages resource implications.</p> <p>Re-deploys resources where appropriate and prioritises the delivery of organisational priorities.</p> <p>Deals with under and overspend promptly and effectively.</p> <p>Manages budget and delivers within its constraints.</p>
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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 **2.00pm, 30 April 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 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.

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);

- 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.

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 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

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.

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.