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| **Application Form** | |
| **Job Title:** | **Analyst** |
| **Salary: £38,893- £48,615 per annum**  **Closing Date: 2.00pm on Monday 28th September 2020**  **Interview Date:** **Week commencing 5th October 2020**  Applicants should use this form only and should not submit supplementary material such as a CV | |

**Applications** Please refer to the Guide for Applicants before completing this form.

Completed applications must be returned to Human Resources to arrive no later than the closing date stated above.

**If you submit your application form by email, you must also post a hard/paper copy with your actual handwritten signature along with your completed equal opportunities monitoring form. Paper copies may arrive a couple of days after the closing date so long as the electronic version has been received by then.**

Applications and queries can be emailed to [recruitment@uregni.gov.uk](mailto:recruitment@uregni.gov.uk)

Hard copies must be posted or hand delivered to Human Resources, The Utility

Regulator, Queens House, 14 Queen Street, Belfast BT1 6ED

**Any candidate experiencing difficulty in completing the application form because of a disability should email** [**recruitment@uregni.gov.uk**](mailto:recruitment@uregni.gov.uk)

Remember to return your Equal Opportunities Monitoring form in a **separate sealed envelope** to address detailed on the form. For convenience, it can be included with your hard copy application form but it must be in a sealed, separate envelope addressed to the Monitoring Officer (HR). This is regarded as part of your application and failure to fully complete and return it will result in disqualification.

**LATE APPLICATIONS WILL NOT BE ACCEPTED.** Please note the onus is on the candidate to ensure their completed application is received on or before the closing date. We will use the time it is received according to Utility Regulator computer systems, not the time sent from a candidate’s email account.

**The format of this application form may not be altered in any way except to delete space(s) caused by the bottom of the box shifting down the page**

**when you type in your responses.**

***Other alterations of the form may result in disqualification.***

**Personal Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title: Mr / Mrs / Ms / Miss / Dr / other | | |  |  |
| Surname: |  | | |  |
| Forename: |  | | | *Please underline name by which you are known* |
| National Insurance Number: | |  | |  |

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| Contact  Address  including  postcode |  | Contact  Telephone  Number(s) | daytime: |  |
|  |  |
| evening |  |
|  |  |  |
|  |  |  | mobile: |  |
| Email: |  | | |  |

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| Special Requirements at interview? |
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Where did you  ***first*** hear/read about this vacancy?

*(this information may help us determine where we advertise in future)*

Nijobs.com

Indeed

Utility Regulator website

Other (please specify):

Utility Regulator employee

**Referees:** Please give the name and contact details of two referees, one of whom should be your current employer and one of whom should be a previous employer. Referees will not be contacted until a provisional offer is made.

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| **1. Name**: |  | | **Address:** |  |
| **Contact telephone number:** | |  | | |
| **Contact email address:** | |  | | |
| **2. Name**: |  | | **Address:** |  |
| **Contact telephone number:** | |  | | |
| **Contact email address:** | |  | | |

**Additional Information:**

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| --- | --- | --- | --- | --- |
| **Please outline your current / most recent salary:** | | | | |
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| **Please outline any substantial fringe benefits (e.g. pension, holiday entitlement, bonus etc)** | | | | |
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| **Length of notice:** |  |  | **When would you be available?** |  |

**Declaration**

A. I have read and understood the information provided in the Guide for Applicants.

B. The responses detailed in this application are true and accurate to the best of my knowledge and belief. I understand that deliberate falsification of factual information may prejudice my application or lead to an offer of appointment being withdrawn.

**Signature:**

**Date:**

/ /

*If you sign this electronically and submit by email, please also post a hard copy with your actual handwritten signature. The hard copy may arrive a couple of days after the closing date so long as the electronic version has been received by then.*

**Relevant Employment History** (begin with your most recent/current position)

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| --- | --- | --- |
| **Name, Address & Business of Employer:** | |  |
| **Position Held and Brief Career Narrative:** |  | |
| **Dates From and To (Month & Year):** | |  |
| **Reason for Leaving:** | |  |

|  |  |  |
| --- | --- | --- |
| **Name, Address & Business of Employer:** | |  |
| **Position Held and Brief Career Narrative:** |  | |
| **Dates From and To (Month & Year):** | |  |
| **Reason for Leaving:** | |  |

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| --- | --- | --- |
| **Name, Address & Business of Employer:** | |  |
| **Position Held and Brief Career Narrative:** |  | |
| **Dates From and To (Month & Year):** | |  |
| **Reason for Leaving:** | |  |

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| --- | --- | --- |
| **Name, Address & Business of Employer:** | |  |
| **Position Held and Brief Career Narrative:** |  | |
| **Dates From and To (Month & Year):** | |  |
| **Reason for Leaving:** | |  |

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| Information for Sifting and Shortlisting Purposes  The following section asks you to outline your experience in relation to the essential criteria, desirable criteria and key skills as specified in the Guide for Applicants.  **To demonstrate how you meet each of the criteria, please provide examples.** |
| **Essential Criteria 1**  *Please provide an example(s) that demonstrates your proven experience and your ability to analyse complex numerical and written information from a wide variety of sources in a complex environment to include:*   1. *challenging assumptions contained within the numerical and written information; and* 2. *extracting key information and data to support recommendations on business or policy objectives.*   *Do not expand beyond one page* |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 2**  *Please provide an example(s) that demonstrates your excellent verbal and written communication skills, such as:*   1. *drafting comprehensive, well-structured and detailed documents/reports;* 2. *presenting policy analysis, recommendations and advice to senior management; and* 3. *demonstrating confidence in dealing with a wide variety of stakeholders such as government; private and regulated companies; and community and voluntary sector organisations.*   *Do not expand beyond one page* |

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| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 3**  *Please provide an example(s) that demonstrates your proven experience and ability to build trusted relationships with a variety of stakeholders and work collaboratively on projects to ensure optimal outcomes, particularly in circumstances where stakeholders have competing aims and needs.*  *Do not expand beyond one page* |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 4**  *Please provide an example(s) that demonstrates your project management skills, with a high degree of individual responsibility for an innovative approach, delivery of objectives, working to deadlines, and prioritising workload within a busy environment.*  *Do not expand beyond one page* |

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| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 5**  *Please provide an example(s) that demonstrates you proven experience of excellent team working, interpersonal communication skills and ability to develop and maintain effective working relationships with colleagues at all levels.*  *Do not expand beyond one page* |
| Information for Sifting and Shortlisting Purposes |
| **Desirable Criteria 1**  *Please provide an example(s) that demonstrates your Proven experience of working within the regulated utilities sector; or within a utility sector regulator.*  *Do not expand beyond half a page* |
| Information for Sifting and Shortlisting Purposes |
| **Desirable Criteria 2**  *Please provide an example(s) that demonstrates your awareness of the legal, financial, economic and policy background to utility regulation.*  *Do not expand beyond half a page* |