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| **Application Form** | |
| **Job Title:** | **Chief Executive Officer (CEO)** |
| **Salary: Starting salary is in the region of £133k per annum**  **Closing Date: 2.00pm 26 June 2020**  Applicants should use this form only and should not submit any supplementary material such as a CV.  The format of this application form may not be altered in any way except to delete spaces caused by the bottom of the box shifting when you type in your responses. Other alterations of the form may result in disqualification. | |

**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.
* **Please submit your application form by email. A typed or scanned signature will be accepted.**
* Applications and queries can be emailed to [**recruitment@uregni.gov.uk**](mailto:recruitment@uregni.gov.uk)

**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 email** labelled clearly “Monitoring From” in the subject line. 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**

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| 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

Jobfinder Belfast Telegraph

Utility Regulator website

Irish Times

Irish Independent

Irish Jobs

Sunday Times

Utility Weekly

Linkedin

Other, please specify

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**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:** | | | | |
|  | | | | |
| **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**

1. I have read and understood the information provided in the Guide for Applicants.
2. I have read and understood the information provided in the Utility Regulator’s Staff Interest Statement.
3. 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:**

/ /

**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:** | |  |

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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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| --- | --- | --- |
| **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 and desirable criteria and key skills as specified in the Guide for Applicants. |
| **Essential Criteria 1**  *Please provide an example(s) that demonstrates your experience of successfully leading an organisation at a senior\* level including the delivery of quality award principles such as Investors in People (IiP) with the ability to demonstrate a commitment to and the application of values that align to those of the UR. \* “Senior” means working at: organisational board level; or senior civil service level; or equivalent; with a track record of dealing directly with Ministers on economic and/or utility related policy issues. Demonstration of a significant deputising role or leading large divisions of an organisation will also be considered as evidence of working at a senior level.*  *Do not expand beyond one page* |

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| Information for Sifting and Shortlisting Purposes: |
| **Essential Criteria 2**  *Please provide an example(s) that demonstrates your proven track record of achieving significant outcomes for consumers, taxpayers and / or other stakeholders when operating at a senior\* level in government/ regulation/ industry/ third sector consultancy.*  *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 ability to demonstrate successful past performance of exercising balanced and pragmatic judgement; and prioritising and delegating tasks within an environment which has multiple active work streams affecting a wide range of stakeholders.*    *Do not expand beyond one page* |

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| Information for Sifting and Shortlisting Purposes: |
| **Essential Criteria 4**  *Please provide an example(s) that demonstrates your sound understanding of the key economic, technical and political factors influencing the development of Northern Ireland’s utility industries, including the key drivers of price and quality in the short and long-term.*  *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 your proven significant experience of engaging effectively with Government, political representatives and / or the legislature to further the achievement of significant organisational outcomes.*  *Do not expand beyond one page* |

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| Information for Sifting and Shortlisting Purposes: |
| **Essential Criteria 6**  *Please provide an example(s) that demonstrates your proven personal authority, integrity and credibility necessary to represent organisations such as the Utility Regulator at the most senior\* level and in public.*  *Do not expand beyond one page* |
| Information for Sifting and Shortlisting Purposes: |
| **Essential Criteria 7**  *Please provide an example(s) that demonstrates your proven track record of personal responsibility for managing a budget of over one million pounds.*  *Do not expand beyond one page* |

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| Information for Sifting and Shortlisting Purposes: |
| **Desirable Criteria 1**  *Please provide an example(s) that demonstrates your experience of applying regulatory concepts and principles to utility sector(s).*  *Do not expand beyond half a page* |

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| Information for Sifting and Shortlisting Purposes: |
| **Desirable Criteria 2**  *Please provide an example(s) that demonstrates your experience of dealing with significant issues particular to one or more of: i) electricity/gas; ii) water/sewerage; and iii) other regulated industries.*  *Do not expand beyond half a page* |
| Information for Sifting and Shortlisting Purposes: |
| **Desirable Criteria 3**  *Please provide an example(s) that demonstrates your experience as a senior\* organisational spokesperson i) in regional or national media; ii) in public fora; and iii) with Ministers and other top-level stakeholders.*  *Do not expand beyond half a page* |

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| Information for Sifting and Shortlisting Purposes: |
| **Desirable Criteria 4**  *Please provide an example(s) that demonstrates your track record of personal responsibility for negotiation and management of a multi-million pound budget and for ensuring value for money, regularity and propriety, preferably in a public-sector context.*  *Do not expand beyond half a page* |
| Information for Sifting and Shortlisting Purposes: |
| **Desirable Criteria 5**  *Please provide an example(s) that demonstrates your experience of corporate finance in the utility sectors.*  *Do not expand beyond half a page* |

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| Information for Sifting and Shortlisting Purposes: |
| **Desirable Criteria 6**  *Please provide an example(s) that demonstrates your experience of significantly enhancing organisational effectiveness preferably in an organisation which operates in a public sector context.*  *Do not expand beyond half a page* |

**Conflict of Interest Declaration and Statement of Integrity**

Please ensure you read the Utility Regulator’s Staff Interest Statement before answering the questions below and advise if you have any conflict of interest.

The Utility Regulator must ensure that any individual it appoints is committed to the principles and values of public service. In particular, it must take account of actual, perceived or potential conflicts of interest or integrity issues.

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| **Is there any information, employment background, interests or personal connections current or past which, if you were appointed might give rise to public speculation on your independence or your ability to undertake your duties in an impartial manner?** |
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| **Do any of your immediate family have any interests which might be construed as being in conflict with this appointment, or any probity issues which might, in the future be raised in public?** |
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I confirm that the information I have provided above is true:

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| --- | --- | --- |
| **Name:** |  | |
| **Signature:** |  | |
| **Date:** |  |

**Position Applying for:** Chief Executive Officer CEO/20/