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| **Application Form** | |
| **Job Title:** | **Head Of Function: Retail Market Regulation** |
| **Salary: Starting salary is in the region of £72,133 per annum.**  **Closing Date: 2.00pm, 8 April 2022**  **Assessments:**  **21 April 2022**  **Interviews:** **04 May 2022**  Applicants should use this form only and should not submit supplementary material such as a CV | |

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

Please submit your completed application form by email to [recruitment@uregni.gov.uk](mailto:recruitment@uregni.gov.uk) . A typed or scanned signature will be accepted. Please submit your completed equal opportunities monitoring form in a separate email labelled clearly “Monitoring From” in the subject line.

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

**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.**

**PLEASE DO NOT EXPAND PAGES BEYOND THAT INDICATED UNDER EACH OF THE CRITERIA IN THE BOXES BELOW.** *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: |  |
|  |  |
| mobile: |  |
|  |  |
| Email: |  | | |

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| * ***Please tell us if you have a disability or a medical condition and need any special requirements or adjustments at interview?*** |
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* ***The UR are open to considering a number of options such as part-time/flexible opportunities, in addition to the standard full-time working arrangements. Please tell us if you would like to be considered for flexible arrangements:***

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*Please note that this information will not be shared with the panel until the outcome of the process is complete. Individual requirements will be negotiated with successful the candidate.* ***If you wish to be seconded, you should ensure the support of your employer prior to application.***

Where did you  ***first*** hear/read about this vacancy?

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

Nijobs

Linkedin

Utility Regulator website

Utility Regulator employee

Facebook/Twitter/social media

Other (please specify)

**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:**

/ /

*You may sign electronically and submit by email.*

**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 criteria and desirable criteria 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 at least 5 years’ proven experience of a leadership and management role, including the positive development of staff through the active use of performance management tools.*  *Do not expand beyond* ***one*** *page* |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 2**  *Please provide an example(s) that demonstrates at least 5 years proven experience of working on regulatory frameworks, and in the economic regulation of one or more of the electricity, gas and water sectors.*  *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 a proven track record of building effective relationships and working constructively with internal and external key stakeholders at a senior level to deliver significant outcomes, including demonstrable experience of interpersonal and communications skills which command confidence, transparency and respect among senior staff and stakeholders.*  *Do not expand beyond* ***one*** *page* |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 4**  *Please provide an example(s) that demonstrates evidence of understanding key strategic issues and risks and experience of delivering on regulatory needs, related to a regulated energy or water markets, supplier behaviours, compliance and holding regulated companies to account.*    *Do not expand beyond* ***one*** *page* |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 5**  *Please provide an example(s) that demonstrates a proven track record of project management and proactively managing the delivery of significant regulatory work programmes to tight timeframes; and demonstrable evidence of taking personal responsibility for delivering quality work under competing pressures.*  *Do not expand beyond* ***one*** *page* |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 6**  *Please provide an example(s) that demonstrates* *strong evidence of developing and implementing regulatory policy (including horizon scanning) in conjunction with industry, consumer groups, and government departments at a senior level.*  *Do not expand beyond* ***one*** *page* |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 7**  Please provide by example(s) your ability to positively demonstrate, an understanding of, and commitment to, further workplace values that align to those of the Utility Regulator. \*  \*UR Mission, Vision and Values can be found on page 4 of the Guide for Applicants.  *Do not expand beyond* ***half a*** *page* |

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| Information for Sifting and Shortlisting Purposes |
| **Desirable Criteria 1**  *Please provide an example(s) that demonstrates* *a developed understanding of the features of utility regulation as it applies to retail energy and/or water markets in Northern Ireland/Republic of Ireland/Great Britain through experience or prior knowledge.*  *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:

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

**Position Applying for:** HoF Retail 2022