**Application form**

**Job title: Head of Private Office**

**Salary: In the region of £72,133 per annum (salary currently under review)**

**Closing Date: 2:00pm, Friday 4 August 2023**

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 form” 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.

Applicants should use this form only and should not submit supplementary material such as a CV.

**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**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Surname: | |  | | | |  | |
| Forename: |  | | | | | *Please underline name by which you are known* | |
| Pronoun:  *(optional)* |  | | | | |  | |
| *(She/her/they/them/he/him/other)* | | | | |
|  |  | |
| National Insurance number: | | |  | Email address: | |  | |
|  | | |  |  | |  | |
| Contact  address  including  postcode: |  | | | | Contact telephone number: | |  |
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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: |
|  |

* We 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 the successful candidate.

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

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

|  |  |
| --- | --- |
|  | **Please select** |
| NI Jobs |  |
| LinkedIn |  |
| Utility Regulator website |  |
| Utility Regulator employee |  |
| 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.

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

**Additional information:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please outline your current / most recent salary:** | | | | |
|  | | | | |
| **Please outline any substantial cashable benefits (e.g. pension, bonus etc.)** | | | | |
|  | | | | |
|  | | | | |
| **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)

|  |  |
| --- | --- |
| **Employer:** |  |
| **Position held:** |  |
| **Dates from and to (month and year):** |  |
| **Reason forlLeaving:** |  |

|  |  |
| --- | --- |
| **Employer:** |  |
| **Position held:** |  |
| **Dates from and to (month and year):** |  |
| **Reason for leaving:** |  |

|  |  |
| --- | --- |
| **Employer:** |  |
| **Position held:** |  |
| **Dates from and to (month and year):** |  |
| **Reason for leaving:** |  |

|  |  |
| --- | --- |
| **Employer:** |  |
| **Position held:** |  |
| **Dates from and to (month and year):** |  |
| **Reason for leaving:** |  |

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| **Employer:** |  |
| **Position held:** |  |
| **Dates from and to (month and year):** |  |
| **Reason for leaving:** |  |

|  |  |
| --- | --- |
| **Employer:** |  |
| **Position held:** |  |
| **Dates from and to (month and 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**  *Demonstratable experience of strong collaboration skills and a track record of building relationships with diverse colleagues at all levels to shape direction and agree priorities.*    *Word number guide 300-400 words (Complete in* ***Font: Arial 12****, do not expand beyond* ***one*** *page)* |

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| Information for sifting and shortlisting purposes |
| **Essential criteria 2**  *Demonstrable experience of working with and gaining the trust and confidence of senior leaders.*  *Word number guide 300-400 words (Complete in* ***Font: Arial 12****, do not expand beyond* ***one*** *page)* |
| Information for sifting and shortlisting purposes |
| **Essential criteria 3**  *Demonstrable experience of the ability to work at pace and under pressure at a senior level.*  *Word number guide 300-400 words (Complete in* ***Font: Arial 12****, do not expand beyond* ***one*** *page)* |
| Information for sifting and shortlisting purposes |
| **Essential criteria 4**  *Demonstrable experience of excellent communications skills, able to distil complex information into concise format both orally and in writing for those at a senior level.*  *Word number guide 300-400 words (Complete in* ***Font: Arial 12****, do not expand beyond* ***one*** *page)* |
| Information for sifting and shortlisting purposes |
| **Essential criteria 5**  *Demonstrable experience of developing, planning, and delivering work outcomes, including clear and transparent work objectives, milestones, and success metrics.*  *Word number guide 300-400 words (Complete in* ***Font: Arial 12****, do not expand beyond* ***one*** *page)* |

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| Information for sifting and shortlisting purposes |
| **Essential criteria 6**  *Ability to positively demonstrate by examples an understanding of, and commitment to, promoting workplace values that align to those of the Utility Regulator.*    *Word number guide 300-400 words (Complete in* ***Font: Arial 12****, do not expand beyond* ***one*** *page)* |