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| **Application Form** | |
| **Job title:** | **Senior Legal Advisor** |
| **Salary: £62,100- £74,444 per annum**  **Closing date: 2.00pm, Monday 21 October 2024**  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 it is the candidate’s responsibility 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.

**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 | |
|  |  | | | | |  | |
| 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? |
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* The Utility Regulator is open to considering a number of 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)

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|  | **Please select** |
| NI Jobs |  |
| LinkedIn |  |
| Utility Regulator website |  |
| Utility Regulator employee |  |
| Facebook |  |
| X/Twitter |  |
| 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 cashable benefits (e.g. pension, bonus etc.):** | | | | |
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| **Length of notice:** |  |  | **When would you be available to start?** |  |

**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:**

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You may sign electronically and submit by email.

**Relevant employment history** (begin with your most recent/current position)

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| **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:** |  |

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| **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:** |  |

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| **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:** |  |
| 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**  **The individual must hold a valid practicing certificate issued by the appropriate regulatory authority or will hold one at the date of appointment with post qualification experience.**  (Complete in **font: Arial 12**, do not expand beyond one page) | | |
| Information for sifting and shortlisting purposes | | |
| **Essential criteria 2**  **Please provide an example(s) that demonstrates at least five years post qualification experience gained working in energy/regulatory law; and/or public/administrative law.**  (Complete in **font: Arial 12**, do not expand beyond one page) | | |
| Information for sifting and shortlisting purposes | | |
| **Essential criteria 3**  **Please provide an example(s) that demonstrates your proven experience analysing complex legal issues and providing clear and concise advice and solutions that resolve business problems at a senior level\*.**  **(\*Senior level is defined as reporting to or advising Board or senior managers).**  (Complete in **font: Arial 12**, do not expand beyond onepage) | | |
| Information for sifting and shortlisting purposes | | |
| **Essential criteria 4**  **Please provide an example(s) that demonstrates your proven experience managing significant workloads with limited resources and delivering outputs in line with client/customer expectations and deadlines.**  (Complete in **font: Arial 12**, do not expand beyond onepage) | | |
| Information for sifting and shortlisting purposes | | |
| **Essential criteria 5**  **Please provide an example(s) that demonstrates your proven experience building and maintaining productive communication networks with colleagues and stakeholder organisations.**  (Complete in **font: Arial 12**, do not expand beyond one page) | | |
| Information for sifting and shortlisting purposes | | |
| **Essential criteria 6**  **Please provide an example(s) that demonstrates your proven experience in the successful management of a panel of external legal consultants and the ability to manage\*\* internal staff.**  **(\*\*This may be demonstrated by experience of direct line management or via a mentoring or guiding role for other legal team members).**  (Complete in **font: Arial 12**, do not expand beyond one page) | | |
| Information for sifting and shortlisting purposes | | |
| **Essential criteria 7**  **Please provide an example(s) that demonstrates your ability to positively demonstrate, an understanding of, and commitment to, leading workplace values that align to those of the Utility Regulator. (Our mission, vision and values can be found on page 4 in the Guide for Applicants).**  (Complete in **font: Arial 12**, do not expand beyond half a page) | | |
| Information for sifting and shortlisting purposes | | |
| **Desirable criteria 1**  **Please provide an example(s) that demonstrates your knowledge or experience of European Union law.**  (Complete in **font: Arial 12**, 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 knowledge or experience of commercial law.**  (Complete in **font: Arial 12**, do not expand beyond half a page) |