|  |  |
| --- | --- |
| **Application Form** | |
| **Job title:** | **Head of Legal** |
| **Salary: Circa £85,337** **to £97,853 per annum**  **Closing date: 2.00pm, Friday 3 January 2025**  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: | |  |
|  | | | |  |
|  | | | |
|  | | | |
|  |  | | | |  |  | |

|  |
| --- |
| * Please tell us if you have a disability or a medical condition and need any special requirements or adjustments at interview or if you are employed? |
|  |

* The Utility Regulator is open to considering a number of flexible options, in addition to the standard full-time working arrangements. Please tell us if you would like to be considered for flexible arrangements:

|  |
| --- |
|  |

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 |  |
| 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 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:**

/ /

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 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:** |  |

|  |  |
| --- | --- |
| **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:** |  |
| 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 detail to confirm you are a solicitor or barrister\* with a valid practicing certificate covering practice in Northern Ireland and issued by the appropriate regulatory authority (or will hold one at the date of appointment).**  **\*Qualified to practice in Northern Ireland or England and Wales. Republic of Ireland or other common law jurisdictions may be considered. An overseas qualification is only acceptable if it is fully comparable and equivalent to the UK counterpart. You will be required to present original certificates/documentation if you are invited to the next stage of the selection process.**  (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 eight 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 at least five years demonstrable experience of management of regulatory procedures and practices and delivering and directing complex case work or litigation.**  (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 of leading teams of high-performing lawyers or senior legal advisors/caseworkers and providing robust and constructive quality assurance.**  (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 experience of explaining complex legal or technical issues clearly and providing high quality, strategic and impartial legal advice that resolve business problems at a senior\*\* level.**  **\*\*Senior level is defined as reporting to or advising Board Members or Senior Leaders.**  (Complete in **font: Arial 12**, do not expand beyond one a page) | | |
| Information for sifting and shortlisting purposes | | |
| **Essential criteria 6**  **Please provide an example(s) that demonstrates your experience of building highly effective relationships and working constructively with internal and external key stakeholders at a senior\*\* level to command confidence, respect and ensure robust and successful legal outcomes.**  **\*\*Senior level is defined as reporting to or advising Board Members or Senior Leaders.**  (Complete in **font: Arial 12**, do not expand beyond one a page) | | |
| Information for sifting and shortlisting purposes | | |
| **Essential criteria 7**  **Please provide an example(s) that demonstrates your 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 of the Guide for Applicant pack).**  (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) | | |
| Information for sifting and shortlisting purposes | | |
| **Desirable criteria 2**  **Please provide an example(s) that demonstrates your experience of commercial law.**  (Complete in **font: Arial 12**, do not expand beyond half a page) | | |