

May 2017

Trust in water

Information for applicants

**Policy Analyst – Regulatory,
Strategy & Policy (Senior Associate)**
Ref: OFW1711

www.ofwat.gov.uk

o f w a t



Introduction from Cathryn Ross, Chief Executive



Water is not a dry issue.

The water sector in England and Wales has come a long way in the past 25 years. At privatisation, polluted beaches and rivers and neglected infrastructure meant we were seen as the ‘dirty man of Europe’.

The regulation of this sector was entrusted to the Water Services Regulation Authority (Ofwat) which has maintained a steady hand in driving and incentivising the sector to deliver and to improve. Over the period since privatisation, the water companies have invested more than £116 billion in maintaining and improving services for consumers and the environment. Today, for example, the amount of water lost through leaks is down by about a third since the mid-1990s. In addition, salmon have returned to the River Mersey, once considered one of the most polluted in Europe. All of this has been delivered efficiently too – a litre of tap water, supplied and taken away, costs less than half a penny.

But the world is changing. The water sector faces new problems and very different challenges. In the future, climate change may mean we get more droughts and more floods, making it harder to maintain resilient supplies. Our population is growing, putting more pressure on the water we use. Lifestyle changes have increased our appetite for water in our homes, our work places and our places of leisure. The changing social and economic landscape also means we need to reconsider how business operates and how customers are able to afford their water and sewerage bills.

Ofwat needs to be at forefront of determining and implementing a regulatory system that will protect customers’ interests, drive efficiencies and innovation, enable efficient companies to finance their functions and to ensure that the ‘promises of privatisation’ are delivered. We all need sustainable solutions to these problems.

To do this, Ofwat needs to be at the very top of its game. Thank you for your interest in joining Ofwat at what is a very exciting time for us. We look forward to receiving your application.

Cathryn Ross
Ofwat Chief Executive

About Ofwat and the role

Ofwat (the Water Services Regulation Authority) is the economic regulator of the water and wastewater sector in England and Wales. Our role is to help it build trust and confidence with customers, the environment and wider society. Our strategic priorities include:

- delivering the reforms provided for in the Water Act 2014 and help to ensure that they deliver real benefits for water customers and society. This includes putting in place the arrangements for the opening of the non-household retail market to competition in April 2017. It also includes supporting the development of water trading and abstraction reform. Doing these things will require further changes to the way we set prices in our 2019 review;
- maintaining the confidence of investors in the water sector and our regulation of it, though this period of change; and
- developing the means by which we monitor the sector's performance against our vision of trust and confidence, and receive assurance from the sector.

Strategy & Policy Resource Pool

This role sits in our Strategy & Policy resource pool which focuses on strategic policy development and implementation.

The pool operates across all projects on key strategic issues. It identifies need, assesses options and delivers and implements new regulatory policy. It identifies what we should be doing more of and what we should be doing less of. It also leads on strategic thinking about the long-term development of the water sector.

A key role is ensuring that policy across all projects and programmes are aligned with corporate strategy and priorities. It ensures that we're driving in the right direction, focusing on the right issues, with the right partners and doing the right things, playing a key role in all our programmes.

Role expectations

People in the strategy & policy pool work cross-functionally with other resource pools, flexibly drawing on the right expertise to contribute to the effective delivery of cases. Our strategy & policy people have the versatility to support the work on a

range of projects, to both utilise the skills and experience already within the pool, and to develop the pool members' broader knowledge base and skills.

Individuals need policy development skills and need to be able to think creatively to meet the challenges of the sector. Much of the pool's work requires collaboration both across Ofwat but also external stakeholders. This requires our people to work effectively with others while remaining focused on Ofwat's strategic priorities.

Key deliverables

High quality policy development and analysis that:

- Reflects Ofwat's strategic focus and priorities, UK and Welsh government policy and wider stakeholder views.
- Identifies, and seeks to resolve in a timely manner, gaps in existing policy or practice through close working across Ofwat work programmes and projects.
- Takes a coherent, 'big picture' approach to ensuring policy developed across programmes takes place in a consistent way and identifies and manages the policy links.
- Identifies the potential risks and opportunities this might pose for other aspects of the sector that we regulate.
- Draws on strong and compelling existing or novel evidence from a broad range of internal and external sources, including utilisation of market intelligence from external bodies.
- Looks beyond the water and sewerage sector, and where necessary other utility sectors, for creative and novel ways to meet the challenges the sector faces.
- Understands and embeds a customer focused approach in what we do.
- Takes into account the long term needs of the sector, such as resilience, and the wider trends in approaches to regulation.

Effective and clear communication of policy by:

- Understanding the strategic implication of specific policies under development on different stakeholders and working in partnership with colleagues to identify the most effective way to communicate, engage and influence in light of this.
- developing, managing and maintaining effective relationships with a broad range of stakeholders with a particular focus on effective partnership working/relationships with other regulators, the Consumer Council for Water and other consumer bodies.

Supporting timely and effective policy implementation by:

- Ensuring policy is made in accordance with the Ofwat policy processes and governance, including the completion of impact assessments, options appraisal.

Professional requirements

| | Critical | Expected |
|-----------------------|---|--|
| Qualifications | Degree level or equivalent qualification preferably in economics, social sciences or law, or equivalent knowledge / experience | Keeps industry, regulatory industry / regulatory body and professional qualifications up to date |
| Experience | <p>Have a broad knowledge of and ability to articulate the big issues facing the organisation – infrastructure and utility policy, environment and water policy, economic and wider regulatory policy and consumer policy.</p> <p>Demonstrate knowledge of best practice in policy and strategy development and delivery together</p> <p>Track record of supervising research involving collating, analysing and presenting key conclusions from numerical and textual information.</p> <p>Experience of working collaboratively with multi-disciplinary teams (including with external organisations) to deliver high quality policy and strategic thinking.</p> <p>Experience of delivering projects including managing external suppliers, and other organisational functions.</p> | <p>Experience in regulatory industry/ regulatory body or consumer protection industry us desirable but not essential</p> <p>Active participant in managing and resolving issues through meetings</p> <p>Proven successful leadership in a policy analysis and policy delivery environment</p> <p>experience of leading strategic policy development, design & implementation, with an emphasis on creative and critical thinking</p> |
| Knowledge | Knowledge of best practice in policy and strategy development and delivery | Understanding the relevance and the impact of economic regulation from a regulatory industry and regulatory body |

| | Critical | Expected |
|--|---|--|
| | Knowledge regulatory industry/ regulatory bodies | <p>perspective, and being able to apply this</p> <p>Some understanding of the importance of the customer perspective and operating in a sector with a focus on resilience of services in the long term in developing and implementing policy in regulated and unregulated sectors.</p> |

Terms and conditions of employment

Contract

This is a permanent appointment.

Salary

The salary range for this role is £32,363 to £48,406 depending on relevant skills and experience required for the post. Salary is paid monthly by credit transfer.

Location

The role will be based in either Birmingham or London. However, it is likely that travel between offices and throughout the UK will be needed to be effective.

Contracted place of work and taxable expenses

Any person who regularly works more than two days a month in both the Birmingham and London offices, irrespective of their contracted place of work, is considered by HMRC to have [two permanent workplaces](#).

The payment of your rail fare, accommodation or subsistence in this situation attracts tax and National Insurance because you are receiving a benefit.

Ofwat meets the cost of the tax and National Insurance by grossing up your expenses and recovering the net amount through your monthly pay package. But the expenses are classed as taxable earnings, which could impact on any attachment of earnings – for example, student loan repayments, high income child benefit and state benefits.

For further information on taxable expenses, please email payroll@ofwat.gsi.gov.uk.

Hours of work

The successful post holder will be required to work a minimum of 37 hours, excluding lunch breaks. You will be required to work such additional hours as is reasonable and necessary for the efficient performance of your duties.

Probation

There is a probationary period of six months for all new entrants. Subject to satisfactory performance, the post holder will be transferred to permanent establishment at the end of their probation.

Annual leave

On appointment the post holder will be entitled to 25 days annual leave plus 10½ days' public and privilege holidays a year. Annual leave entitlement will be increased by one day for each year of continuous employment with Ofwat, up to a maximum leave allowance of 30 days.

Pension

On appointment, you are eligible to join the Civil Service Pension. The Civil Service offers a choice of defined benefit and stakeholder pensions, giving you the flexibility to choose the pension that suits you best. We offer you a choice of two types of pension.

Alpha: alpha is an occupational pension scheme and provides a defined benefit worked out on a Career Average basis.

From 1 April 2017, member contributions will be based on actual salaries.

From 1 April 2017, employee contributions will be:

| Actual pensionable salary (annual) | All members |
|------------------------------------|-------------|
| Up to and including £21,422 | 4.60% |
| £21,423 to £51,005 | 5.45% |
| £51,006 to £150,000 | 7.35% |
| £150,001 and above | 8.05% |

From 1 April 2017, employer contributions will be:

| Revised Salary Band (£) | ASLC rate from 1 April 2017 |
|-------------------------|-----------------------------|
| 23,000 and under | 20.0% |
| 23,001 to 45,500 | 20.9% |
| 45,501 to 76,000 | 22.1% |
| 76,001 and over | 24.5% |

Partnership: this is a stakeholder pension with a contribution from Ofwat. How much we pay is based on your age. We pay this regardless of whether you choose to contribute anything. You do not have to contribute but, if you do, we will also match your contributions up to 3% of your pensionable earnings. The contributions are in addition to the age-related contribution mentioned above.

To learn more about the Civil Service Pension schemes, please follow the link <http://www.civilservicepensionscheme.org.uk/>

Ofwat benefits

We also offer a range of additional benefits. These include:

- access to our package of benefits via our 'Rewards on Tap' scheme. This is a voluntary benefits scheme where staff have access to exclusive discounts on a range of goods and services such as retail outlets, theatre tickets, holidays, insurance and gym membership;
- childcare voucher scheme;

- cycle-to-work scheme;
- season ticket loan for travel between home and office;
- flexible working arrangements;
- fees paid for membership of relevant professional bodies;
- regular professional development;
- health and wellbeing initiatives such as mini-medicals, flu vaccinations, employee assistance programme and occupational health; and
- free eye tests and contribution towards lenses/spectacles for VDU users, if appropriate.

Further information

Security clearance

Any offer of appointment will be subject to satisfactory completion of security and pre-employment checks. Further information about the security checking procedure is available on request.

Nationality and immigration control

This post is open to nationals of states within the British Commonwealth and the European Economic Area (EEA) and certain members of their families. There must be no employment restriction or time limit on your permitted stay in the UK.

If you would like further information on Nationality and Immigration Control, please email us at people@ofwat.gsi.gov.uk.

Stocks or shares

Because of the nature of the information you will come into contact with and the need to be wholly independent of the water sector in England and Wales, you and your family (including your spouse or civil partner and any children or step-children under the age of 18 who still live at home, or any other member of your household) will be precluded from owning, purchasing or dealing in the shares of the water companies and their holding companies.

How to apply

Applications should include a:

- curriculum vitae (**CV**);
- **covering letter** or supporting statement that outlines the contribution you can make to Ofwat, including how you feel you meet our professional requirements and demonstrate behaviours outlined in our competency framework;
- completed **CV supplement form**; and
- completed **diversity monitoring form**. This form is not mandatory.

Please email your CV and supporting documents to recruitment@ofwat.gsi.gov.uk by the closing date.

If you are unable to make an electronic application, you may submit your application on paper. Please contact us to find out how.

Selection timetable

| | |
|----------------|-------------------|
| Closing date | 11:45pm, 8th June |
| Sifting | w/c 12th June |
| Interview date | w/c 19th June |

If you have any queries about any aspect of this role or selection process, please email recruitment@ofwat.gsi.gov.uk by the closing date.

Expenses

We will refund travelling costs at the rate of standard rail fare for the journey or motor mileage rates (cars: 25p per mile).

Please note that proof of purchase will be required for all public transport expenses.

We cannot refund expenses for travel into the UK. If you have to stay overnight, please contact recruitment@ofwat.gsi.gov.uk for further details.

Data protection

We will use your application only to inform the selection process, after which we will destroy it. If you are successful, it will form the basis of your personal record with us and we will store it in manual and electronic files.

We will hold any data about you in completely secure conditions, with restricted access. Information in statistical form on present and former employees is given to appropriate outside bodies.

We will include data that you provide on the diversity monitoring form in a general database for statistical monitoring purposes only, enabling us to monitor the effectiveness of our policy on equal opportunities in employment. Individuals will not be identified by name.

We shall consider that, by applying for this role, you are giving your consent to the processing of your data in the ways described above.

Diversity

Ofwat aims to be an equal opportunities employer. We intend to make sure that there is equality of opportunity and fair treatment for all irrespective of:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership status;
- pregnancy and maternity;
- race, religion or belief; or
- sex or sexual orientation.

We would like to assure you that we will treat the information you provide on the diversity monitoring form in the strictest confidence and only use it to help us monitor appropriate equal opportunities policies. This information plays no part in our selection process.

Investors in People (IIP)

Ofwat has IIP accreditation which reflects good management practices throughout our organisation, including in business planning, individual objective setting, learning

and development opportunities, as well as continuous constructive feedback through our delivery and development conversations approach to performance management.

Complaints procedure

The process of recruitment and assessment embraces the principles of fair and open competition and best practice. The first is to maintain the principle of selection for appointment to the Civil Service on merit on the basis of fair and open competition as outlined in the [Civil Service Recruitment Principles](#). The second is to promote an understanding of the [Civil Service Code](#) which sets out the constitutional framework in which all civil servants work and the values they are expected to uphold, and to hear and determine appeals made under it.

If feel your application has not been treated in accordance with the recruitment principles and you wish to make a complaint, you should contact Natasha Harris, Principal, Operations (People), Ofwat, Centre City Tower, 7 Hill Street, Birmingham, B5 4UA in the first instance. If you are not satisfied with the response you receive from us you can contact the Civil Service Commission