

January 2020

Trust in water

Information for applicants

Principal, Legal
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www.ofwat.gov.uk

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Introduction from Rachel Fletcher, Chief Executive

Improving life through water.

Water companies support all aspects of life. Safe and reliable water and wastewater services are essential for our day to day lives, our wellbeing, and our natural world.



And as the economic regulator of water and waste water in England and Wales, our role is to enable, incentivise and hold companies to account for providing the very best for customers, society and the environment now and in the future. We also oversee the markets that exist in the water sector to make sure they are working for customers.

To achieve this, we've set ourselves three goals. They are to:

- transform water companies' performance;
- drive water companies to meet long-term challenges through increased collaboration and partnerships; and
- for water companies to provide greater public value, delivering more for customers, society and the environment.

Delivering these goals will help to meet customers' needs: ensure reliable and safe water supplies today with a better environment, affordable bills and a resilient and sustainable future for water.

As we do this, we will be working to fulfil the UK and Welsh Governments' strategic priorities for Ofwat, and UK and Welsh Government policy.

We're ambitious about the future and looking for people who can help us to achieve our goals. Thanks for your interest in joining Ofwat. We look forward to receiving your application.

Rachel Fletcher
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. Ofwat has an ambitious new [strategy](#) and as a regulator we are setting ourselves up to achieve and equal the ambition of this new strategy. It matters to us that things on the ground really change so that our impact on customers, the environment and the future of water is tangible and meaningful.

Our work is high-profile and fast-moving, within a dynamic and agile environment. The work that you'll be involved in every day will be about helping us to deliver our strategy, helping to us to be the regulator we want to be and helping the sector to deliver outcomes that matter to customers and society. Our strategy sets out the role Ofwat will play. We will adapt, be confident, act with purpose and integrity and continuously improve so that we make the greatest contribution possible to improving life through water. This is an exciting time to become involved in finding solutions to water resource challenges to the benefit of future generations.

Ofwat has recently established a new programme, the Regulatory Alliance for Progressing Infrastructure Development (RAPID), with the Environment Agency and the Drinking Water Inspectorate. RAPID facilitates cross-regulatory collaboration between the three regulators, as together they seek to identify and promote development of national water resources infrastructure that best meets the interests of water users and the environment on an enduring basis.

The legal team is a key enabler of Ofwat's strategy in line with its functions and duties. A core element of this role involves advising on the regulatory, competition, consumer and administrative law issues that may arise in regulating the water industry. Lawyers are expected to have a wider interest in cross-cutting themes that may impact on the organisation or the industry. We have also recently identified a need to expand our expertise in commercial, planning, environmental and water quality law associated with strategic water resource developments to help support RAPID, and more generally Ofwat.

Lawyers in Ofwat's legal team work in a flexible, agile and integrated way coordinating expert advice across the full range of Ofwat's work and contributing at every stage of policy development. We contribute widely in the project and stakeholder management of the organisation including managing Ofwat's relationships with external law firms and legal counsel.

Role expectations

The work that you'll be involved in every day will be about helping us to deliver our strategy and develop sustainable solutions, delivering outcomes that matter to customers.

Our work is high profile and fast moving, within a dynamic and agile environment. You'll work flexibly across both longer-term programmes and projects, as well as delivering responsively at short-notice in light of changing priorities. You'll likely have a particular focus within RAPID but will also get involved in other Ofwat work as opportunities and need arise.

In addition to applying your legal expertise, you will need to view things from a wider perspective, develop your management and leadership skills and contribute to driving forward policy decisions using your legal skills to develop robust and creative solutions.

You'll need to have a deep understanding of and own Ofwat's strategy, and the work of RAPID within it, have a broad appreciation of the context in which Ofwat operates and an overview of all its programmes. With this you'll play an important role in identifying and managing strategic risks and opportunities from a legal perspective. This will involve using tools beyond the provision of legal advice, such as policy development, programme and project management, stakeholder management, and people skills.

You will likely play a key role in terms of the legal input on one or more programmes, work-streams and projects. You will also help us ensure that we're delivering our strategic objectives on time and to budget, and in line with our ways of working.

You'll be expected to demonstrate good judgement and to exercise it responsibly across complex issues in line with our strategy and ways of working. In addition, you'll be a role model in efficiently utilising the Ofwat programme and project management tool kit.

You'll be expected to provide support to colleagues across the office, proactively sharing skills and knowledge, and also look for ways to support others in doing this. Equally you'll be supported with coaching and mentoring.

You will also contribute proactively to our ongoing and far-reaching programme of culture change and organisational improvement to ensure that the whole of Ofwat is always the best that it can be.

Key Deliverables

- Providing high quality strategic legal advice across a number of programmes and projects on complex matters.
- Delivering high quality, strategic legal advice on complex issues under regulatory, competition and administrative law in the context of the regulation of the water industry.
- Providing expertise in commercial, planning, environmental and water quality law associated with strategic water resource developments to help support Ofwat and RAPID.
- Being fully involved in helping policy teams in the formulation and execution of strategies for achieving their policy outcomes.
- Supporting Ofwat's relationships with external law firms and legal counsel, other regulators and government.
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	Essential	Desirable
Qualifications	Qualified Solicitor or Barrister in England and Wales or at least 5 years' equivalent experience acting in a role akin to that of a qualified Solicitor or Barrister in a legal environment	
Experience / Knowledge	<p>Significant experience of working in a complex organisation on one or more of the specific areas of regulatory, administrative and competition law and one or more of water quality, environmental, planning and commercial law within the context of the water sector.</p> <p>Experience of advising on the development and implementation of policy objectives and/or the implementation of government projects and programmes at a strategic level.</p> <p>Experience of using analytical skills and their application in a complex legislative structure within an innovative policy environment.</p> <p>Understanding of the political, commercial context and legal</p>	<p>Experience of advising in a high profile public policy area.</p> <p>Experience of competition and/or complex public law litigation</p>

	<p>dimensions of operating within a regulatory sector.</p> <p>Experience of/in the water sector and/or one or more sectors governed by economic regulation.</p>	
Skills & Behaviours	<p>Experience of effective communication using negotiating / influencing skills with internal and external stakeholders, including internal colleagues, government departments, external lawyers, and partner organisations.</p> <p>Experience of effective and efficient planning, including delegation and prioritisation.</p> <p>Ability to demonstrate resilience and able to respond to competing priorities under time pressure</p>	

Terms and conditions of employment

Contract

This is a permanent appointment.

Salary

The salary range for this role is Band 4 - £50,616 - £77,422. External candidates can expect to achieve a starting salary from the bottom of the band up to £70,000, depending on relevant skills and experience required for the post. Salary is paid monthly by credit transfer.

Internal and Civil Service candidates already at this job level would normally maintain their existing salary arrangements as this would be classed as a level

transfer. If applying for the role as a promotion, these candidates can typically expect to be appointed on a salary at the bottom of the band or a 10% increase to existing salary, whichever is greater.

Location

The role will be based in London. It is likely that travel between our offices in London and Birmingham as well as 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.

This means that you will not be required to meet the costs of travel to the office location where you are not based.

For further information on taxable expenses, please email payroll@ofwat.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 2019, member contributions are based on actual salaries.

From 1 April 2019, employee contributions are:

Actual pensionable salary (annual)	All members
Up to and including £21,636	4.60%
£21,637 to £51,515	5.45%
£51,516 to £150,000	7.35%
£150,001 and above	8.05%

From 1 April 2019, employer contributions are:

Revised Salary Band (£)	ASLC rate from 1 April 2019
23,000 and under	26.6%
23,001 to 45,500	27.1%

45,501 to 77,000	27.9%
77,001 and over	30.3%

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.

Employer age-related contributions are:

Age at the last 6 April	Percentage of your pensionable earnings
Under 31	8%
31 to 35	9%
36 to 40	11%
41 to 45	13.5%
46 or over	14.75%

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 ‘Edenred’ 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;
- 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; 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.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.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	Monday 17 February 2020 @ 5:00PM
Sifting	Wednesday 19 February 2020
Interview date	Thursday 27 February 2020

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

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.gov.uk for further details.

Data protection

We will use your application only to inform the selection process. If you are successful it will form the basis of your personal employee record with us and we will store it electronically within our SharePoint Electronic Document Management System (EDRMS) and our HR system iTrent. Unsuccessful applications are not retained and will be destroyed using Ofwat's secure disposal methods. If you have indicated that you would like Ofwat to retain your information for future similar employment opportunities we will retain this information. If at any point you decide you do not wish Ofwat to retain your information for these purposes please contact us and we will ensure your information is removed from our systems, unless we are legally obliged to hold it for a further period.

We will hold any data about you in completely secure conditions and with restricted access. Information in statistical form on present and former employees in some

instances is provided to appropriate outside bodies. Wherever possible Ofwat ensures that statistical information is anonymised.

We will include data that you provide on the diversity monitoring form in a general database for statistical monitoring purposes only. This enables us to monitor the effectiveness of our policy on equal opportunities in employment.

Ofwat processes all the personal data you have provided during your application as set out in Ofwat's privacy policy which is available here:

<https://www.ofwat.gov.uk/publication/privacy-policy/>. If you have any concerns regarding the processing of some or all of your data please inform the People Hub in writing to people@ofwat.gsi.gov.uk and/or the Data Protection Officer by emailing FOI@ofwat.gsi.gov.uk.

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 you feel your application has not been treated in accordance with the recruitment principles and you wish to make a complaint, you should contact Sarah Lal, Head of HR, 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 at info@csc.gov.uk.