

February 2022

Information for applicants

**Senior Associate Policy Analyst Ref:
OFW-BC-214**

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Introduction from David Black, interim Chief Executive

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.

David Black
interim 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.

Company Performance and Price Reviews cluster – Insights and Engagement

The Company Performance and Price Reviews (CPPR) cluster is responsible for monitoring the performance of companies and the sector as a whole and for developing the approach for future price reviews.

The insights and engagement function within CPPR is integral to Ofwat's vision and strategy for the sector through providing high quality insights into sector and company performance. By creating a holistic view of sector and company performance through better use of data and wider intelligence sources, these insights can then inform our approach to driving improvements in performance and shape our policy priorities, engage with stakeholders, and focus areas for regulation of the industry.

You will play a key role in the development and delivery of our insights and engagement function within the cluster. You will be part of the team responsible for creating a holistic understanding company and sector performance using a wide range of information and intelligence sources. This is a key strategic deliverable for Ofwat and will touch upon every part of Ofwat's work programme.

You will also work closely with colleagues within the cluster and across Ofwat, identifying areas where analysis and insight is needed and feeding the results into how we deliver our strategic goals to:

- To transform water companies' performance for customers
- To drive water companies to meet long-term challenges through increased collaboration and partnerships
- For water companies to serve a wider public purpose, delivering more for customers, society and the environment
- This will involve developing analytical approaches and using data, data visualisation and analysis to communicate your findings.
- Role expectations
- We are seeking an experienced policy analyst to join our insights and engagement function. The successful candidate will play an important role in delivering our strategy and will need to be able to respond flexibly to the needs across the organisation.
- The role requires a high level of analytical competency, good written and oral communication skills, policy skills, well developed people and stakeholder management skills, and a track record of delivery against challenging deadlines. Individuals need policy development skills and need to be able to think creatively to meet the challenges of the sector. The role requires collaboration both across Ofwat and external stakeholders. This requires our people to work effectively with others while remaining focused on Ofwat's strategic priorities.
- In this role you will be expected to:
- Work closely with colleagues within the insights and engagement function and across Ofwat, identifying areas where more analysis and insight is needed and feeding the results into our policy making.
- Develop robust analytical frameworks for analysis across a wide range of economic and policy issues and conduct relevant analysis. Both independently and as part of a project team.
- Be a strategic thinker focusing on how insight can support the delivery of corporate outcomes and actively promote the work of the team within Ofwat.
- Have good communication skills and be able to inform and influence others. You will be capable of interpreting and communicating complex information for a range of internal and external stakeholders
- Able understand the different priorities for policy teams across Ofwat and how insight can support, enhance and challenge these. You will be comfortable adapting to different working styles, working collaboratively across different teams and disciplines. Building trusted and collaborative relationships, will be essential to success.
- Provide support to colleagues across the office, proactively sharing skills and knowledge
- Develop your skills through continued Learning and Development within your profession and within the wider cluster you work in.

Ofwat is an agile working environment, so you can expect opportunities to support other clusters and to move around the organisation as work priorities shift.

Key deliverables

- Play a critical role in developing a policy and approach to creating a holistic understanding of company and sector performance
- Lead on the delivery of numerical and/or policy analysis and use this analysis to influence, inform and advise internal and external stakeholders
- Contribute to the continuous improvement of data and insights within the organisation, proactively sharing skills and knowledge
- Develop strategic plans and processes and seek out opportunities to improve our approaches to developing insights
- Present policy proposals to internal and external stakeholders
- Identify and lead on training / knowledge sharing opportunities across the office to further develop a culture of insights across Ofwat

Professional requirements

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree level or equivalent qualification preferably in economics, social sciences or law or equivalent knowledge / experience 	<ul style="list-style-type: none"> • relevant postgraduate degree e.g. Economics, social sciences, statistics
Experience and Knowledge	<ul style="list-style-type: none"> • Experience of leading strategic policy development, design & implementation, with an emphasis on creative and critical thinking • Demonstrate knowledge of best practice in policy and strategy development and delivery together • Experience of undertaking analysis and applying economic, including quantitative techniques • Experience of using data, data visualisation and analysis in presenting key conclusions to influence thinking and approach • Active participant in managing and resolving issues through meetings • Proven successful leadership in a policy analysis and policy delivery environment • Experience of working collaboratively with multidisciplinary teams (including with external organisations) to 	<ul style="list-style-type: none"> • Experience in infrastructure and utility policy, environment and water policy, economic and wider regulatory policy or consumer policy is desirable but not essential

	<p>deliver high quality policy and strategic thinking.</p> <ul style="list-style-type: none"> • Experience of delivering projects including managing external suppliers, and other organisational functions. 	
Skills and behaviours	<p>(based upon Success Profiles behaviours):</p> <ul style="list-style-type: none"> • Seeing the Big Picture • Changing and Improving • Communicating and Influencing • Developing Self and Others • Working Together • Delivering at pace 	

Terms and conditions of employment

Contract

This is a permanent appointment.

Salary

The salary range for this role is Band 3 - £34,528 - £51,627. The level of salary offered to the successful candidate(s) will depend on the skills and experience demonstrated as well as other factors including internal relativities. For further information or an informal discussion please contact recruitment@ofwat.gov.uk. 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 either Birmingham or London, with travel between offices and occasional other travel as required. However, the majority of employees are currently working from home in line with the government's advice, due to the Covid-19 pandemic.

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 2020, member contributions are based on actual salaries.

From 1 April 2020, employee contributions are:

Actual pensionable salary (annual)	All members
Up to and including £22,600	4.60%
£22,601 to £54,900	5.45%
£54,901 to £150,000	7.35%
£150,001 and above	8.05%

From 1 April 2020, employer contributions are:

Revised Salary Band (£)	ASLC rate from 1 April 2020
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

Any move to Ofwat from another employer will mean you can no longer access childcare vouchers. This includes moves between government departments. You may however be eligible for other government schemes, including Tax-Free Childcare. Determine your eligibility at <https://www.childcarechoices.gov.uk/>.

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

Applicants should apply through the Civil Service Jobs website. You will be asked to create an account and complete an application form. If you are unable to make an electronic application, you may submit your application on paper. Please contact us to find out how at recruitment@ofwat.gov.uk

Selection timetable

Closing date	Thursday 3rd March 2022
Sifting	Week commencing 7th March 2022
Interview date(s)	Week commencing 14th March 2022

Please note that during the Covid-19 pandemic interviews will be conducted via video conferencing software such as Microsoft Teams.

It is expected that the interview process for this vacancy will include a short presentation and/or assessment. Further details will be provided to shortlisted candidates upon invitation to interview. It may be necessary for a second stage interview, which will be communicated to the successful candidates, if required.

If you have any queries about any aspect of this role, selection process, or you require any reasonable adjustments 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, Corporate Enablers (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.

**Ofwat (The Water Services Regulation Authority)
is a non-ministerial government department.
We regulate the water sector in England and Wales.**

Ofwat
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