

JOB DESCRIPTION

Details	Requirements
Title	Regulation & Policy Support Analyst
Grade	6
Reporting to	Regulation & Policy Manager
Business Department	Business Operations
Role Context	<p>ESP Utilities Group Ltd (“ESPUG”) is the second largest independent gas and electricity distributor in Great Britain, owning over 13,000 networks that provide gas and electricity to nearly 400,000 homes. Typically, where a new housing development is built, ESPUG will bid for, install, operate and maintain the gas and electricity networks that serve the development.</p> <p>ESPUG operate under licences granted by Ofgem and as such, are heavily regulated. ESPUG charges energy suppliers (for example British Gas, E.On, Utilita) to ‘transport’ gas and electricity through its networks – such charges are not visible to end users but form part of all energy consumers’ bills.</p> <p>As a licenced monopoly, ESPUG are required to operate in accordance with a number of licences, industry codes and statutory legislation (“the regulations”). These regulations are designed to protect energy consumers, ensuring they receive a high level of service at a cost that is both fair and cost reflective.</p> <p>In addition to meeting its day to day regulatory obligations, ESPUG is impacted by a number of industry changes, often driven by new and changing government and Ofgem policy. The more significant of these relate to smart metering, Ofgem’s faster switching, the CMA market investigation and a review of electricity distributor charging arrangements.</p>
Role Purpose	<ul style="list-style-type: none"> • To support ESPUG in managing policy and regulatory changes and to ensure compliance across the business in accordance with ESPUG’s regulatory framework and our licence to operate from Ofgem is retained. • To support and own internal and external regulatory reporting. • To support the identification, development, and implementation

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	<p>of any business process changes required across the business as a result of policy and regulatory changes.</p> <ul style="list-style-type: none"> • To represent ESPUG’s interests at industry forums and through consultations. <p>To assist ESPUG in shaping industry change and policy for the future.</p>
<p>Key Responsibilities</p>	<ul style="list-style-type: none"> • Policy/regulatory change. Represent ESPUG by responding to consultations and participating in industry working groups, while helping to develop changes to industry processes that will positively impact consumers. • Regulatory reporting. Co-ordinate timely and high quality regulatory submissions to Ofgem and industry code bodies. • Regulatory framework. Administer and maintain ESPUG’s Regulatory Compliance Framework and the associated management tools. • Internal auditing. Support, and when required, lead internal audits of ESPUG’s operation to ensure it meets the relevant regulatory requirements, suggesting improvements to systems, process and agreements. • Project work. Participate in cross functional internal projects, where regulatory support is required, ensuring efficient delivery of each project’s objectives. • Escalated queries. Support management of any escalated operational queries, ensuring such queries are resolved within any regulatory timescales. • Regulatory support. Provide ad hoc regulatory support to different departments, as required. <p><i>This is not an exhaustive list</i></p>
<p>Key Skills</p>	<ul style="list-style-type: none"> • Strong communication and inter-personal skills with the ability to work effectively and collaboratively with colleagues and external parties; • Excellent written communication skills; • Analytical, with well-developed problem solving skills; • Proficient with MS Office;

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<p>Person Specification</p>	<p>Candidates should be able to demonstrate the following:</p> <p><u>Essential Criteria</u></p> <ul style="list-style-type: none"> • A willingness to challenge the status quo and lobby for positive change, • Willing to learn and take on new challenges, and • Dynamic, switched on individual. <p><u>Desirable Criteria</u></p> <ul style="list-style-type: none"> • Degree educated with strong academic background; • A good organiser with a natural ability to plan and organise in order to achieve objectives and targets; • The ability to manage conflict effectively in order to achieve desired outcomes while maintaining positive relationships with colleagues; • Experience of regulated industries, and/or knowledge of utilities or similar markets, particularly gas and electricity; • Risk management experience.