

## Job title: Market Design Analyst (Market Development)

Reports to: Market Design Manager

### Job purpose

The Market Design Analyst will be part of the Market Development directorate for the non-household retail market.

The post holder will support changes to the market codes covering laws, regulations, policies, systems and processes in the water industry. They will develop, assess and consult on proposed changes to market codes and progress them through the appropriate industry forums and governance groups. The post holder will support and advise market participants and governance groups and represent MOSL in all matters of proposed changes to the Market Codes. This role also supports the administration of some market governance groups.

This role will involve:

- ◆ Delivering and improving processes and procedures to enable MOSL to effectively and efficiently fulfil its obligations
- ◆ Undertaking impact assessments for proposed modifications to market codes
- ◆ Working with legal advisors to draft changes to market codes
- ◆ Liaising with industry stakeholders at a working level
- ◆ Undertaking rigorous analysis of problems and issues
- ◆ Presenting analysis and change proposals to industry governance groups

- ◆ Supporting market participants to understand market arrangements at a detailed level, including through direct involvement
- ◆ Being flexible with a willingness to take on new challenges.

## Scope of job

The post reports to a Market Design Manager and will have no direct reports.

The post holder will be based at MOSL's Southampton office and will be required to attend industry meetings. These are usually held by teleconference with face to face meetings each quarter in London. The role holder will agree an appropriate combination of homeworking and office attendance with their line manager in line with the Homeworking Policy and government advice.

## Key accountabilities (operational, financial and people)

- ◆ Maintain the retail market codes and develop, review and advise on market code changes:
  - Maintain the market codes at the latest agreed revision
  - Assess, review and report on system impact assessments on market code changes
  - Administer the industry consultation process and analyse consultation responses received
  - Ensure the market code change process is followed
  - Maintain market code documentation and associated controlled documents in line with configuration management best practice.
- ◆ Draft code amendments and analyse probable outcomes for proposed changes to market codes:
  - Assess and review dependencies between market code documents and issues arising from proposed changes.
- ◆ Administer market governance groups:
  - Support administration and secretariat of market governance groups, including;
    - The Panel
    - Committees

- Code change sub-groups.
- Ensure that agendas, papers, minutes and actions are prepared and circulated in an accurate and timely manner
- Publish outputs from market governance groups according to agreements and in line with Market Operator Obligations.
- ◆ Market Design Architecture:
  - Capture business requirements arising from proposed changes
  - Review requirements documentation and functional design documentation developed by MOSL's service provider(s).
- ◆ Support and advise on statutory changes:
  - Advise on the likely impact of changes upon the business.
- ◆ Market Alignment:
  - Develop understanding of changes across markets and other utilities and align codes and processes in accordance with best practice.

## Personal profile

### Knowledge

- ◆ Business process mapping and requirements gathering
- ◆ Understanding of market/industry codes would be an advantage
- ◆ Understanding of project or change management controls would be an advantage.

### Skills

- ◆ Ability to analyse complex situations and develop considered options and responses
- ◆ Ability to articulate complex options clearly and concisely to senior decision makers
- ◆ Excellent interpersonal skills with the ability to negotiate and influence effectively
- ◆ Excellent written skills are vital.

- ◆ Ability to manage multiple pieces of work at any one time in a resource constrained organisation
- ◆ Flexibility to work across multiple activities in a fast-paced environment
- ◆ Confidence to take responsibility for packages of work
- ◆ Able to work under tight schedules and consistently meet objectives
- ◆ Process mindset, able to easily follow and understand complex processes
- ◆ Ability to create robust process solutions to business problems
- ◆ Ability to assimilate large amounts of complex information efficiently and effectively, ideally using MS Excel, MS Access or SQL.

#### Desirable Experience

- ◆ Code or regulation governance
- ◆ Project or Change Management
- ◆ Commercial and/or contract drafting or documentation of similar significance
- ◆ Developing policy papers
- ◆ Regulated markets, preferably in the water or sewerage sector.

#### Education/qualification

- ◆ Science/Engineering/Mathematics/Economics/Business Level 6 qualification (e.g. bachelor's degree) is desirable
- ◆ Other Level 6 qualifications demonstrating complex analysis in written English also considered

Approved by: Stuart Boyle (Head of Market Design)

Date: 15 June 2020