Job title: Market Analyst
(fixed term contract to 31 December 2021)

Reports to: Market Design Manager

Job purpose

The Market 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 which relate to the development of a market-level Bilateral Transaction Hub.

Bilateral transactions are operational interactions between participants in the non-household water market, e.g. a request to repair a meter. The Bilateral Transaction Hub will centralise and standardise these interactions across the market.

Day-to-day work will involve developing, assessing and engaging with appropriate industry forums and governance groups (particularly those set up as part of the Bilateral Transaction Programme) on proposed changes to market codes. 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 and administers the Bilateral Programme and its market governance groups.

While the post-holder will focus almost exclusively on the Bilateral Transaction Hub, from time to time it may be necessary to support the wider Market Development team on non-bilateral-related areas.

This role will involve:

- Capturing business requirements to deliver improved processes and procedures to enable MOSL to effectively and efficiently fulfil its obligations

- Undertaking impact assessments for proposed modifications to market codes

- Drafting amendments to market codes and consolidating feedback from other parties

- Liaising with industry stakeholders at a working level

- Undertaking rigorous analysis of problems and issues

- Presenting analysis, reports and change proposals to the Bilateral Programme and industry governance groups

- Supporting stakeholders' understanding of market arrangements at a detailed level

Scope of job

The role will report to a Market Design Manager and will have no direct reports. The day-to-day role will be to complete work packages identified and prioritised by Market Development workstream leads in the Bilateral Project Team.

The role is home-based. However, when lockdown restrictions are listed, the post-holder may be asked to meet at MOSL's Southampton office or other sites (mainly in London) from time to time.

Key accountabilities (operational, financial and people)

- Review, develop and advise on market code changes, particularly where related to the Bilateral Transaction Hub:

  o Maintain the market codes at the latest agreed revision

  o Assess, review and report on System Impact Assessments due to market code changes

  o Administer Bilateral Programme feedback to code amendments (which may include formal industry consultations) and analyse consultation responses received

  o 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:

- Review any process and development changes coming out of the Bilateral Programme and translate these into code amendments.

- Assess and review dependencies between market code documents and issues arising from proposed changes.

◆ Administer the Bilateral Programme and market governance groups:

- Support administration and secretariat of market governance groups, including:

  ▪ The Panel

  ▪ Bilateral Programme governance and advisory groups

  ▪ Ad-hoc Panel 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 Development 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

- Willingness to take on new challenges

- 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

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- 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: 4 March 2021