UTILITY REGULATION AND COMPETITION OFFICE

JOB DESCRIPTION

Job Title:	Energy Regulatory Analyst		
Job Holder:			
Department:	Energy		
Reports to:	Head of Regulatory Compliance		
Direct reports:	0	**Salary Range:**	$77,088.00 - $101,160.00
Total Points:		**Date of last review:**	2026
Salary Grade:	I	**Approved By:**	Chief Executive Officer

ABOUT US

The Utility Regulation and Competition Office ("URCO" or "Office") is an independent, multi-sector regulatory body responsible for regulating information and communications technology, energy and electricity, water, and fuels in the Cayman Islands.

Our mandate is to protect consumers, ensure fair competition, and promote innovation, investment, and development in all regulated sectors.

The sectors are regulated by the Utility Regulation and Competition Act (URCA) and the sector-specific acts and regulations.

1. JOB DESCRIPTION

1.1. Overview

Supports the Head of Energy Regulatory Compliance (HERC) in monitoring and analysing the energy sector's economic and commercial operations performance to support policy, strategic and tactical decisions relating to the energy sector. The post holder is responsible for collecting and assembling data required under the Utility Regulation and Competition Act. It involves applying various analytical tools and techniques to provide the HERC with statistical, economic, and summary financial reports, along with recommendations that align with the mandate of the Office for the Energy sector. The Energy Regulatory Analyst is also expected to compare regional and global trends in the Energy industry and perform policy evaluation and analyses to support the Office Policy.

This role demands exceptional confidentiality in managing commercially sensitive and sector-specific information.

1.2. Job Purpose

The Energy Regulatory Analyst ensures the Office adheres to all relevant energy regulations and policies. This position is essential for maintaining regulatory compliance, mitigating risks, and supporting the Office's strategic goals in the evolving energy landscape.

1.3. Scope of Role

The Energy Regulatory Analyst assists the Head of Energy Regulatory Compliance (HERC) in monitoring and analysing the economic and commercial operations of the Energy sector. The role involves collecting and assembling data, applying analytical tools, and providing statistical, economic, and financial reports to support policy and strategic decisions.

1.4. Principal Accountabilities

ACCOUNTABILITIES	PERCENTAGE
Regulatory Compliance • Analyse and report on monthly, quarterly, and annual financial and statistical reports received from licensees. • Analyse the cost flow in the fuel sector supply chain, and review and report on the fuel factor returns from licensees. • Assist in analysing the tracking of fuel hedging programs. • Assist in collecting and analysing data on pricing information and market operations for regional and other relevant extra-regional jurisdictions for comparison to the Cayman Islands. Emphasis to be placed on the diverse regulatory mechanisms of the jurisdictions. • Assist in analysing statistical reports received from licensees, and how these comply with performance standards.	40%
Policy Analysis • Review and report on the financial effect of changes to the per kWh charges on electricity billings. • Review and report on the submissions from the licensees regarding changes to billing rates. • Make recommendations for improvement in monitoring and oversight of the Energy sector's economic performance.	20%
Reporting • Prepare Board papers on energy-related matters for submission to the Board of Directors through the HERC.	10%

Stakeholder Engagement and Public Awareness • Analyse, monitor and evaluate the technical and operational performance of the Electricity Sector, and assess whether the regulated entities comply with the conditions set out in their licenses and relevant legislation. • Provides Technical advice and support on negotiation and recommendations for power purchase agreements. • Represent the Office at conferences and public consultations, participate in technical working groups in nationally significant projects in the Energy sector and help guide policymakers in decision-making. • Stay updated on new developments in renewable energy and guide the regulatory implementation of these technologies' impact in the Cayman Islands.	10%
Risk Management • Assist with researching the impact of varying price models and regulatory regimes on end prices. • Measure and track key indicators related to the energy sector and the individual entities. This includes but is not limited to margin analysis, profitability, inventory management, stock turnover, asset utilisation, investment pipeline, and pricing mechanisms and structures. • Additionally, analyse the economic performance of utility versus non-utility fuel streams, as well as the impacts of both fuel and non-fuel revenues. Key indicators include return on capital employed (ROCE) and return on investment (ROI). Also, consider other established or customised measures and indicators of market efficiency, competitiveness, and reliability.	10%
Documentation • Obtain and assemble databases utilising agreed and established formats, and any other information as requested by the HERC. • Maintain accurate records of regulatory activities and compliance efforts.	5%
Other Duties Perform any related duties as may be assigned by the HERC consistent with the grade and purpose of the post.	5%

1.5. Assignment And Planning of Work

The Energy Regulatory Analyst will function in accordance with the principal accountabilities highlighted above and execute tasks and deliverables under the HERC supervision. On occasions, the planning of work will be the responsibility of the post holder.

The post holder will be guided by the Office procedures and processes in scheduling activities following established protocols, activity charts/timetables, deadlines, and recurring tasks in collaboration with the HERC.

Work planning may sometimes require coordination with personnel from other agencies or be influenced by existing priorities and urgent tasks, including emergencies.

Additionally, discretion is encouraged to enhance efficiency in both planning and executing tasks.

1.6. Working Conditions

Primarily office-based with standard working hours (8:30 AM – 5:00 PM). However, flexibility of working hours may be arranged with the Division Head. Ergonomic workstation provided; hybrid work options may be considered.

The post holder may be required to make occasional site visits to licensee facilities.

Occasional flexibility required, as there may be instances that require working outside of the normal hours of 8:30 AM to 5:00 PM.

1.7. Supervisory Responsibilities & Key Working Relationships

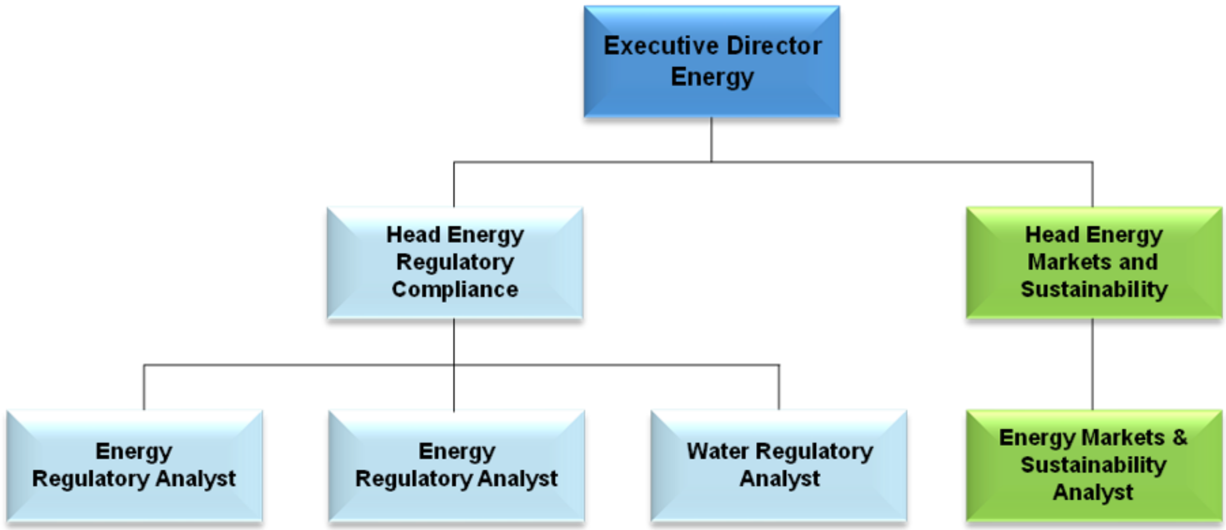
The post-holder has no direct supervisory responsibilities but may lead specific projects; experience in managing and supervising staff will be an advantage.

The Post Holder will regularly interact and must maintain good working relationships with various Government agencies and key industry personnel. The post holder is not required to interact directly with the media unless specifically directed by the HERC.

1.8. Decision-Making Authority and Controls

The post-holder works in an environment where rules and regulations are well-documented and clearly understood. If any issues arise due to discrepancies or situations that fall outside of the established policies or procedures, the post-holder will refer these matters to the HERC.

2. THE TEAM



3. PERSON SPECIFICATION

3.1. Education

Bachelor's Degree in Economics, Finance, Engineering, Energy Studies, or a related discipline.

Relevant postgraduate qualification in Energy Economics, Regulatory Policy, Finance, or a related field is desirable but not required.

Professional certification or training in financial analysis, regulatory economics, or energy systems is an advantage.

3.2. Experience

- Minimum of three (3) years' relevant experience in regulatory analysis, utility operations, energy markets, financial analysis, or a related technical field.
- Demonstrated experience analysing complex financial, economic, or operational datasets to support regulatory, policy, or commercial decision-making.
- Experience in energy sector regulation, including tariff analysis, cost modelling, or performance monitoring of regulated entities, is highly desirable.

3.3. Knowledge

- Working knowledge of economic regulation principles, including tariff setting methodologies, cost recovery mechanisms, and market oversight frameworks relevant to utility operations.
- Sound knowledge of energy markets, including market structures, pricing mechanisms, and regulatory frameworks. In-depth understanding of energy regulations and policies, and familiarity with regulatory bodies and processes.

- Understanding the government and business operations in the Cayman Islands is desirable.
- Familiarity with renewable energy technologies, energy transition trends, and their regulatory implications is desirable.

3.4. Skills & Competencies

- Advanced ability to interpret and analyse financial, statistical, and operational data, and translate findings into clear regulatory insights and recommendations.
- Ability to contribute to the preparation of clear and concise Board Papers, summaries, and analytical outputs for internal use.
- Demonstrate exceptional analytical and research abilities.
- Strong strategic thinking skills along with proficiency in technical report writing.
- Ability to multitask and interpret complex data while maintaining a sense of urgency in achieving outputs and meeting deliverables.
- Demonstrated ability to manage commercially sensitive information with discretion and maintain the highest ethical standards

This job description and personnel specification outline the minimum requirements for the role. It is designed to encourage activities that contribute to the organisation's growth and success, rather than limit them. The duties and requirements outlined may be reviewed and amended in consultation with the post-holder, and any organisational developments within the Office.

By signing below, I acknowledge that this job description accurately reflects my current and intended roles. I recognise that I am employed to perform the duties outlined in the job description. These duties may change to accommodate the evolving nature of the Office and its role.

AGREED BY

Post Holder

Date:

Interim Chief Executive Officer

Date: