**Application Form**

**Higher Executive Officer, Communications Officer**

**(Full-Time, Permanent)**

**National Disability Authority**

In order to be considered for this post, within the National Disability Authority, candidates must submit this completed application form before **Friday 17th January 2025 at 5p.m.** by email to: [recruitment@nda.ie](mailto:recruitment@nda.ie)

Please note a cover letter (max 2 pages) **is also required**.

| Personal Details | | | |
| --- | --- | --- | --- |
| Name |  | | |
| Address |  | | |
|  | | |
| Phone Number | Mobile: | Home: | Work: |
| Email |  | | |

| Educational Qualifications & Training (most recent first) | | |
| --- | --- | --- |
| Qualification / Award | Institution | Year |
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| Membership of Professional Bodies (if applicable) | | |
| --- | --- | --- |
| Professional Body | Level of Membership | Year |
|  |  |  |
|  |  |  |
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| Employment History (most recent first, add to table if required) | | | |
| --- | --- | --- | --- |
| **Employer Name** |  | | |
| Employer Address |  | | |
| Position |  | | |
| Start Date |  | End Date |  |
| Brief Summary of Role  (Max 300 words – please note only the first 300 words will be considered as part of the application) |  | | |
|  |  | | |
| **Employer Name** |  | | |
| Employer Address |  | | |
| Position |  | | |
| Start Date |  | End Date |  |
| Brief Summary of Role  (Max 300 words – please note only the first 300 words will be considered as part of the application) |  | | |
|  | | | |
| **Employer Name** |  | | |
| Employer Address |  | | |
| Position |  | | |
| Start Date |  | End Date |  |
| Brief Summary of Role  (Max 300 words – please note only the first 300 words will be considered as part of the application) |  | | |

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| Evidence of Experience |
| Provide details of your experience demonstrating the essential requirements of the post in the following competency areas. Specific examples should be used to demonstrate this experience. In preparing your response, please:   * Describe your experience and achievements * Describe your role and the general context * Detail outcomes and learnings   (Max 300 words for each section – please note only the first 300 words will be considered as part of the application) |
| **Team Leadership**  1. Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and performance issues if they arise 2. Provides clear information and advice as to what is required of the team 3. Strives to develop and implement new ways of working effectively to meet objectives 4. Leads the team by example, coaching and supporting individuals as required 5. Places high importance on staff development, training and maximising skills & capacity of team 6. Is flexible and willing to adapt, positively contributing to the implementation of change |
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| **Judgement, Analysis & Decision Making**   1. Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors 2. Takes account of any broader issues, agendas, sensitivities and related implications when making decisions 3. Uses previous knowledge and experience in order to guide decisions 4. Uses judgement to make sound decisions with a well-reasoned rationale and stands by these 5. Puts forward solutions to address problems |
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| **Management & Delivery of Results**   1. Takes responsibility and is accountable for the delivery of agreed objectives 2. Successfully manages a range of different projects and work activities at the same time 3. Structures and organises their own and others work effectively 4. Is logical and pragmatic in approach, delivering the best possible results with the resources available 5. Delegates work effectively, providing clear information and evidence as to what is required 6. Proactively identifies areas for improvement and develops practical suggestions for their implementation 7. Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively 8. Applies appropriate systems/ processes to enable quality checking of all activities and outputs 9. Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers |
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| **Interpersonal & Communication Skills**   1. Builds and maintains contact with colleagues and other stakeholders to assist in performing role 2. Acts as an effective link between staff and senior management 3. Encourages open and constructive discussions around work issues 4. Projects conviction, gaining buy-in by outlining relevant information and selling the benefits 5. Treats others with diplomacy, tact, courtesy and respect , even in challenging circumstances 6. Presents information clearly, concisely and confidently when speaking and in writing 7. Collaborates and supports colleagues to achieve organisational goals |
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| **Specialist Knowledge, Expertise and Self Development**   1. Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/ Organisation and effectively communicates this to others 2. Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work 3. Focuses on self-development, striving to improve performance |
|  |
| **Drive & Commitment to Public Service Values**   1. Strives to perform at a high level, investing significant energy to achieve agreed objectives 2. Demonstrates resilience in the face of challenging circumstances and high demands 3. Is personally trustworthy and can be relied upon 4. Ensures that customers are at the heart of all services provided 5. Upholds high standards of honesty, ethics and integrity |
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| General Information | |
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| Are there any restrictions on your right to work in Ireland? State Yes or No. If yes, please provide details. |  |
| What length of notice is required in your current position? |  |

| Referees (Minimum of two required) | | | |
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| **Note:**  One referee must be from your current employer and the other your most recent employer.  We will not contact your referees without your prior consent. | | | |
| Name / Position | Nature of Relationship | Phone Number | E-mail Address |
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| Declaration | |
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| By submitting this completed form for the role of Higher Executive Officer with the National Disability Authority, you are confirming that all information provided in this application is true and correct. Please be aware that should any of the information provided in this application be found to be false, misleading or inaccurate in any material way, the National Disability Authority reserves the right to withdraw any offer of employment made to you or, if you have already commenced employment when this is discovered, to terminate your employment. | |
| Name |  |
| Date of Submission |  |

| **Where did you see this job advertisement?** | |
| --- | --- |
| NDA website |  |
| LinkedIn |  |
| Publicjobs.ie |  |
| Irishjobs.ie |  |
| Other, please specify |  |