**Application Form**

**Assistant Principal, Senior Policy & Public Affairs Advisor**

**(Permanent and Specific Purpose Panel)**

**National Disability Authority**

In order to be considered for this post, within the National Disability Authority, candidates must submit this completed application form before **Tuesday 3rd October 2023 at 11.00 (GMT)** by email to: [recruitment@nda.ie](mailto:recruitment@nda.ie)

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

Full-time Y/N

Part-time Y/N

| 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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|  |  |  |
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| Employment History (most recent first) | | | |
| --- | --- | --- | --- |
| **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) |
| **Leadership**  |  | | --- | | 1. Actively contributes to the development of the strategies and policies of the Department/ Organisation | | 1. Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise | | 1. Leads and maximises the contribution of the team as a whole | | 1. Considers the effectiveness of outcomes in terms wider than own immediate area | | 1. Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks | | 1. Develops capability of others through feedback, coaching & creating opportunities for skills development | | 1. Identifies and takes opportunities to exploit new and innovative service delivery channels | |
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| **Judgement, Analysis & Decision Making**  |  | | --- | | 1. Researches issues thoroughly, consulting appropriately to gather all information needed on an issue | | 1. Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data) | | 1. Integrates diverse strands of information, identifying inter-relationships and linkages | | 1. Uses judgement to make clear, timely and well-grounded decisions on important issues | | 1. Considers the wider implications, agendas and sensitivities within decisions and the impact on a range of stakeholders | | 1. Takes a firm position on issues s/he considers important | |
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| **Management & Delivery of Results**  |  | | --- | | 1. Takes responsibility for challenging tasks and delivers on time and to a high standard | | 1. Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances | | 1. Ensures quality and efficient customer service is central to the work of the division | | 1. Looks critically at issues to see how things can be done better | | 1. Is open to new ideas initiatives and creative solutions to problems | | 1. Ensures controls and performance measures are in place to deliver efficient and high value services | | 1. Effectively manages multiple projects | |
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| **Interpersonal & Communication Skills**  |  | | --- | | 1. Presents information in a confident, logical and convincing manner, verbally and in writing | | 1. Encourages open and constructive discussions around work issues | | 1. Promotes teamwork within the section, but also works effectively on projects across Departments/ Sectors | | 1. Maintains poise and control when working to influence others | | 1. Instils a strong focus on Customer Service in his/her area | | 1. Develops and maintains a network of contacts to facilitate problem solving or information sharing | | 1. Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system | |
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| **Specialist Knowledge, Expertise and Self-Development**  |  | | --- | | 1. Has a clear understanding of the roles, objectives and targets of self and the team and how they fit into the work of the unit and Department/ Organisation | | 1. Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities | | 1. Is considered an expert by stakeholders in own field/ area | | 1. Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role | |
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| **Drive & Commitment to Public Service Values**  1. Is self-motivated and shows a desire to continuously perform at a high level 2. Is personally honest and trustworthy and can be relied upon 3. Ensures the citizen is at the heart of all services provided 4. Through leading by example, fosters the highest standards of 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) | | | |
| --- | --- | --- | --- |
| **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 Assistant Principal 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 |  |