**Application Form**

**Executive Officer**

(Full-Time and/or Part-Time, Permanent and/or Specified Purpose Panel)

To be considered for this post, within the National Disability Authority, candidates must submit this completed application form before **Wednesday 9th April 2025 at 12 noon local time** by email to: recruitment4@nda.ie.

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

Please state interest in: (delete as necessary):

Full-time – Yes / No &/ Part-time - Yes / No

Permanent - Yes / No &/ Specific Purpose - Yes / No

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

| Educational Qualifications & Training (most recent first) |
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| 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, add boxes to table if required) |
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| **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 Working / People Management**1. Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues
2. Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise
3. Values and supports the development of others and the team
4. Encourages and supports new and more effective ways of working
5. Deals with tensions within the team in a constructive fashion
6. Encourages, listens to and acts on feedback from the team to make improvements
7. Actively shares information, knowledge and expertise to help the team to meet its objectives
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| **Analysis & Decision Making**1. Effectively deals with a wide range of information sources, investigating all relevant issues
2. Understands the practical implication of information in relation to the broader context in which s/he works –procedures, divisional objectives etc.
3. Identifies and understands key issues and trends
4. Correctly extracts & interprets numerical information, conducting accurate numerical calculations
5. Draws accurate conclusions & makes balanced and fair recommendations backed up with evidence
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| **Delivery of Results**1. Takes ownership of tasks and is determined to see them through to a satisfactory conclusion
2. Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation
3. Constructively challenges existing approaches to improve efficient customer service delivery
4. Accurately estimates time parameters for project, making contingencies to overcome obstacles
5. Minimises errors, reviewing learning and ensuring remedies are in place
6. Maximises the input of own team in ensuring effective delivery of results
7. Ensures proper service delivery procedures/protocols/reviews are in place and implemented
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| **Interpersonal & Communication Skills**1. Modifies communication approach to suit the needs of a situation/ audience
2. Actively listens to the views of others
3. Liaises with other groups to gain co-operation
4. Negotiates, where necessary, in order to reach a satisfactory outcome
5. Maintains a focus on dealing with customers in an effective, efficient and respectful manner
6. Is assertive and professional when dealing with challenging issues
7. Expresses self in a clear and articulate manner when speaking and in writing
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| **Specialist Knowledge, Expertise and Self Development**1. Displays high levels of skills/ expertise in own area and provides guidance to colleagues
2. Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department/ Organisation and can communicate this to the team
3. Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team
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| **Drive & Commitment to Public Service Values**1. Is committed to the role, consistently striving to perform at a high level
2. Demonstrates flexibility and openness to change
3. Is resilient and perseveres to obtain objectives despite obstacles or setbacks
4. Ensures that customer service is at the heart of own/team work
5. Is personally honest and trustworthy
6. Acts with integrity and encourages this in others
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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 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 |  |