**Title of Post: Claims and Contract Manager**

**Key Achievements Form**

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| --- | --- |
| **Name** |  |
| **Phone Number** |  |
| **Email Address** |  |
| **Address** |  |

**Please note:**

All sections of this form should be completed in full.

1. If you have a disability and this precludes you from completing this key achievement form and/or submitting it by the closing date of 12noon on Monday 28th July 2025 please contact Human Resources at [careers@injuries.ie](mailto:careers@injuries.ie) for alternative arrangements and/or reasonable adjustments in advance of the closing date.
2. Please read the candidate information booklet, which provides useful information about the requirements of this post.

Candidates should note that the information in the application form will play a central part in the short-listing process. The decision to include you on the short-list of candidates going forward to the next stage of the process will be determined based on the information you supply at this stage. The information may be discussed in more depth should you be called for interview.

Having read the job specification and key demands of the role, for each of the areas below, please briefly *(max 250 words for each)* highlight specific achievements, contributions, or expertise you have developed during your career to date which clearly demonstrate your suitability to meet the challenges of the role.

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| --- |
| 1. **Leadership** |
|  |
| 1. **Analysis & Decision making** |
|  |
| 1. **Management & Delivery of Results** |
|  |
| 1. **Relevant Specialist knowledge, Expertise & Self-development** |
|  |
| 1. **Interpersonal & Communications skills** |
|  |

I hereby declare that the information given in this form is correct and give my permission for enquiries to be made to establish such matters as, experience, absence rates, qualifications and character and for the release by other people or organisations of such information as may be necessary to Injuries Resolution Board for that purpose. This may include enquiries to past/present employers. The submission of this application is taken as consent to this.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please ensure you complete a full application and return it to** [**careers@injuries.ie**](mailto:careers@injuries.ie) **by 12noon on Monday, 28th July 2025**

**A full application includes:**

1. A short cover letter/ personal statement (i.e., no more than 2 pages) outlining why you wish to be considered for the post of Claims and Contract Manager and where you believe your skills, experience and values meet the requirements of the position.
2. A comprehensive CV, including an organisational chart (See CV Guidance Note Appendix 2 in the Candidate Information Pack)
3. A completed ‘Key Achievements Form’