**Title of Post: Head of Communications**

**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.
* 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, 14th April 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.
* 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.

Please refer to the candidate information booklet which details key demands of the role. For each competency area below, provide specific achievements, contributions, or expertise you have developed throughout your career that clearly demonstrate how your experience and capabilities align with the essential criteria and senior competencies outlined for this position.

For each competency, you are required to highlight relevant examples (maximum 300 words per competency) that showcase your key achievement from your experience. Focus on providing clear, practical examples that demonstrate your ability to drive change, deliver results, and navigate complex and dynamic environments.

Please ensure your responses are practical, impactful, and clearly demonstrate how your experience aligns with the essential criteria for this senior position.

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| 1. **Specialist Knowledge, Expertise & Self Development** |
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| 1. **Leadership** |
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| 1. **Analysis and Decision Making** |
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| 1. **Management and Delivery of Results** |
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| 1. **Interpersonal and Communication Skills** |
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Please provide a short cover letter or personal statement (maximum 2 pages) outlining your motivation for applying for the **Head of Communications** role. In your statement, explain why this position interests you and how your background, experience, and skills align with the requirements of the role.

Please highlight any other significant achievements, experiences, involvements, and special qualities that support your application. Be sure to focus on specific accomplishments and how they demonstrate your ability to contribute to the success of Injuries Resolution Board in this senior role.

**(6) Cover Letter/Personal Statement:**

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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 return this completed key achievements form with your Curriculum Vitae to** [**careers@injuries.ie**](mailto:careers@injuries.ie) **with the subject title of your email Head of Communications by 12 noon on Monday, 14th April 2025.**