**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.

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 4pm on Tuesday May 7th 2024 please contact Human Resources at [careers@piab.ie](mailto:careers@piab.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** |
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| 1. **Analysis & Decision making** |
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| 1. **Management & Delivery of Results** |
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| 1. **Relevant Specialist knowledge, Expertise & Self-development** |
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| 1. **Interpersonal & Communications skills** |
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Below please provide a short (i.e., no more than 1500 words) cover letter / personal statement outlining why are you interested in applying for the Head of Communications role and what other additional, significant achievements, experience, involvements and/or special qualities do you possess which you feel support your application.

**(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@piab.ie**](mailto:careers@piab.ie) **with the subject title of your email Head of Communications by 4pm on Tuesday, 7th May 2024.**