**Application Form**

**Position Applied For:**

**Higher Executive Officer Information Technology (IT) and Facilities**

Notes for Applicants:

1. Please complete each section of the form, **typed application forms would be preferred**
2. All information will be treated with the strictest confidence.
3. All sections of this form should be completed in full; Curriculum Vitae will not be reviewed as a substitute or in addition to a completed application form.
4. Candidates who do not demonstrate the required technical competence as detailed in the job description and Part 1 of the Competency Assessment section of this application form will not be progressed further for consideration.
5. Candidates should note that the information in the application form will play a central part of 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 to interview

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| Personal Details  Name:  Address  Day Time Contact Number:  Email address:  Is it convenient to contact you at this number and e-mail address?    Are there any restrictions on your right to work in this country? |

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| **Academic, Professional or Technical Qualifications:**  **The desired candidate will have obtained**   * A third level qualification in Computer Science or a related subject * A qualification in structured project management e.g., PRINCE2 (PRojects IN Controlled Environments) Agile Project methodology , PMP or an equivalent qualification | | |
| Date obtained and full title of Qualification/Degree(s) held | Subjects taken in final examination: | University, College or Examining Authority and Grade Obtained (e.g. 1,2.1, 2.2, Pass, etc.) |
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1. Please detail below, in date order (**starting with your current employer**), full particulars of all employment (including any periods of unemployment (between the date of leaving school or college and the present date.)
2. No period between these dates should be unaccounted for.
3. You may add new records as required

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| **Employment Record** | |
| Name and address of employer | |
| Title of position held: |  |
| Dates of employment: | From: To: |
| Description of main responsibilities : | |
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| Title of position held: |  |
| Dates of employment: | From: To: |
| Description of main responsibilities : | |

**COMPETENCY ASSESSMENT**

In the following sections, you are asked to describe some of your personal achievements to date that demonstrate certain skills and abilities which have been identified as necessary in the job description for the position of Higher Executive Officer, IT and Facilities. .

In the spaces below, briefly set out what you consider to be a good example of how you demonstrated your ability in each of the required competencies listed in sections 1 to 4. Your example should include a brief description of the nature of the task/problem, which demonstrated the skill required and the outcome.

You should structure your answers under the various sections on the page ensuring that you provide specific information about what you have achieved.

Please try not to use the same example to illustrate your answer repeatedly.

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| 1. **Technical Skills relevant to role:**   **Please note, that candidates who do not demonstrate the required experience in this section, will not be progressed further:**  The ideal candidate for this position will be knowledgeable and experienced in the areas of:   * Experience as Support Technician with proven results * Web skills (IIS, ASP, HTML) to support PIAB websites and Portals * Business / Applications e.g. Claims Management systems, Financial systems * Software development and implementation life cycle experience * Data management experience (Data warehousing, MIS, OLAP, Decision Support tools e.g. Tableau) * Communications and security (WANs, data services, firewalls) * Third party supplier management * Familiar with using structured Help desk systems * Experience of key current IT Security issues including Anti virus, web filtering, mail management, etc. * Experience of working with SIEM tools   **Please give examples from you own experience which demonstrates your practical experience in the above areas. Your answers should clearly demonstrate your ability to work simultaneously on different projects with varying requirements, while maintaining high quality work and delivering in line with targets.**  You may expand your answer to more than one page.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **2. Organising and Planning**  A Higher Executive Officer (HEO) will be required to organise their time effectively, create their work schedules, prioritise workload, prepare in advance and set realistic timescales to deliver to set time lines.   * The successful candidate will have responsibility for the management of all IT systems to ensure that PIAB can operate efficiently and effectively and management of an outsourced IT help desk. This will involve proactively monitoring systems and their performance to continuously improve the quality of service provided to all users * The appointed candidate will be involved in managing various projects from concept phase, through requirements gathering and definition, development, quality assurance, release, and post-release support and maintenance * The role will involve managing third party contractors and suppliers, and ensuring that budget and scheduling constraints are adhered to   These behaviours show the necessary determination and tenacity to complete high quality work as well as raising performance levels over the short, medium and long term. An important part of these behaviours is monitoring performance against agreed objectives and measures, and dealing promptly and effectively with performance issues.  **In the space below, please give an example of a situation which demonstrates that you possess these skills:** |
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| 1. **Working effectively with Others**   A HEO will demonstrate an ability to work co-operatively within and across PIAB to achieve the Board’s goals in a respectful manner. A HEO fosters a collegiate environment and understands and is tolerant of differing needs and viewpoints.  The successful candidate will be required to demonstrate a customer-oriented approach to all work, and to display diplomacy and courtesy when interacting with others even in emotionally charged situations.  Relevant examples in the role are:   * Building effective relationships with all stakeholders * Experience of diagnosing and trouble-shooting technical problems with stakeholders * Managing project teams   **In the space below, please give an example of a situation which demonstrates that you possess these skills**: |
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| 1. **Communication**   Effective communication internally and externally is the ability to communicate with others in a manner that conveys the key messages and is appropriate to the audience. Effective communication will lead to the high quality and accessible service of the Board.  A HEO must show an ability to effectively communicate, both verbally and in writing, with individuals and groups.  Examples of the requirement:   * The successful candidate will be required to demonstrate a customer-oriented approach to all work, and to display diplomacy and courtesy when interacting with colleagues and external stakeholders * The appointed candidate will demonstrate an ability to express technical information in a clear and logical fashion   While the full application form will be assessed for the applicants writing competence and their ability to positively and persuasively demonstrate their experience in all the areas outlined, please give an example(s) of a situation(s) which demonstrates that you possess these skills. |
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5.) Please provide below a short (i.e. no more than 500 words) cover letter/personal statement outlining why you wish to be considered for the post and where you believe your technical skills and experience meet the requirements as outlined in the job description for the position of Higher Executive Officer, IT and Facilities

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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 PIAB for that purpose. This may include enquiries to past/present employers. The submission of this application is taken as consent to this.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

PIAB is an equal opportunities employer and welcomes applications from people with disabilities.

Please return this completed application form to [careers@injuriesboard.ie](mailto:careers@injuriesboard.ie) by 12noon local time on Friday, 12th October 2018