**Key Achievements Form - Higher Executive Officer**

**Name:**

Notes for Applicants:

1. Please complete each section of the form in no smaller than size 10 font.
2. All sections of this form should be completed in full.
3. If you have a disability and this precludes you from completing this Key Achievements Form and/or submitting it by the closing date, 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.
4. Please read the candidate information booklet, which provides useful information about the requirements of this post.
5. Responses more than the stated 250-word limit (per section), late or incomplete applications will not be considered.
6. All information will be treated with the strictest confidence.
7. Candidates should note that the information in the Curriculum Vitae and Key Achievements 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 to interview.

Having read the detail of the job and thought about the 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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| **Teamwork & Team Leadership**  Ability to encourage, inspire and support others to deliver on assigned tasks. Works co-operatively within their team and across the organisation to achieve personal, team and organisational goals in a respectful manner. Fosters a collegiate environment. Understands and is tolerant of differing needs and viewpoints. |
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| **Judgement, Analysis & Decision Making** Ability to analyse situations, diagnose problems, identify the key issues, establish and evaluate alternative courses of action and produce logical, practical and acceptable solutions. |
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| **Management and Delivery of Results**  Organises own time effectively, creates own work schedules, prioritises workload, prepares in advance and sets realistic timescales. Monitors progress towards operational or strategic objectives. Thinks ahead, identifies opportunities and independently takes action to influence events where appropriate. |
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| **Interpersonal and Communication Skills**  Ability to effectively communicate, both verbally and in writing, with individuals and groups. Ensures there is an effective flow of information in terms of awareness and understanding. Is flexible and able to use varying styles and methods of communication. |
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| **Specialist Knowledge, Expertise and Self-Development**  Has relevant expertise in Personal Injuries, claims environment, high volume case management, mediation or other relevant area or broad Public Sector knowledge relevant to his/her area of work.  Recognises that continuous development is essential for success in any role, and takes steps to develop self, and helps others to excel at what they do. |
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