**Application Form - Higher Executive Officer - Procurement Officer**

Candidates must clearly outline in their application form how their qualifications and experience meet both the essential criteria and competencies required for the position as detailed in the candidate information booklet.

Notes for Applicants:

1. The close date for completed application forms is 12noon on Monday, 3rd March 2025
2. Please complete each section of the form in no smaller than size ten font.
3. Candidates must complete all sections of this form. Curriculum Vitae will not be reviewed either as a substitute or in addition to this form.
4. Applications are to be emailed to [careers@injuries.ie](mailto:careers@injuries.ie) with the subject line titled Procurement Executive (Higher Executive Officer)
5. If you have a disability and this precludes you from completing this application form and/or submitting it by the closing date, please contact Human Resources at [careers@injuries.ie](mailto:careers@injuries.ie) or our Access Officer Ian Head at [ian.head@injuries.ie](mailto:ian.head@injuries.ie) for alternative arrangements and/or reasonable adjustments in advance of the closing date.
6. Please read the candidate information booklet, which provides useful information about the essential requirements of this post.
7. The Selection Panel will not review responses of more than the stated 250-word limit (per section), applications submitted after the close date or incomplete applications.
8. All information will be treated with the strictest confidence.
9. 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 an interview.

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| **Personal Details**  **Name:**  **Home Address:**  **Email address:**  **Day Time Contact Number:**    Candidates must fall under one (or more) of the six criteria below at the date of submitting their application:   * A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or * A citizen of the United Kingdom (UK); or * A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or * A non-EEA citizen who has a stamp 4 visa: or * A person awarded international protection under the International Protection Act 2015, or any family member entitled to remain in the State because of family reunification and has a stamp 4 visa: or * A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state   Are there any restrictions on your right to work in this country?  Yes – please provide more detail.  No |

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| **1. Educational Qualifications & Training (Most recent first)** | | |  |
| **Qualifications / Award** | **Institution** | **Year of competition** | **Main Subjects covered** |
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Please give details below, in date order (starting with your current role), full details of all employment (including any periods of unemployment (between the date of leaving school or college and the present date).

The successful candidate will have procurement /sourcing experience (minimum of 24 months within the last five years) in a sourcing/ procurement role i.e. the primary duties and responsibilities of the role must have been related to procurement rather than procurement being a secondary responsibility.

Please ensure to detail your relevant experience in this area when completing this section

No period between these dates should be unaccounted for. You may add new records as required.

| **2. EMPLOYMENT HISTORY (Most recent first)** | | | |
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| **Employer Name** |  | | |
| **Employer Address** |  | | |
| **Position** |  | | |
| **Start Date** (Day, Month and Year) |  | **End Date** (Day, Month and Year) |  |
| **Brief Summary  of Role** (Max 200 words – please note only the first 200 words will be considered as part of the application) |  | | |
| **Reason for Leaving** |  | | |
| **EMPLOYMENT HISTORY (Most recent first)** | | | |
| **Employer Name** |  | | |
| **Employer Address** |  | | |
| **Position** |  | | |
| **Start Date** (Day, Month and Year) |  | **End Date** (Day, Month and Year) |  |
| **Brief Summary  of Role** (Max 200 words – please note only the first 200 words will be considered as part of the application) |  | | |
| **Brief Summary  of Role** (Max 200 words – please note only the first 200 words will be considered as part of the application) |  | | |

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| **Professional Membership** | |
| **Details** |  |

**Competency Assessment**

In the following sections, you are asked to describe some of your personal achievements to date that demonstrate the experience and competencies which have been identified as necessary for the Higher Executive Officer - Procurement Officer as detailed in the Candidate Information Booklet.

In the sections below, briefly (in approximately 250 words per section) set out what you consider to be a good example of how you demonstrate your competence in each of the areas. Your example should include a brief description of the nature of the task/problem and the action you took 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 to demonstrate transferable and relevant skills.

Please try not to use the same example repeatedly.

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| 1. **Specialist Knowledge, Expertise and Self-Development**   The successful candidate will have direct procurement experience (minimum of 24 months within the last five years) in a procurement role i.e. the primary duties and responsibilities of the role must have been related to procurement rather than procurement being a secondary responsibility.  Procurement experience is defined as experience in:  procurement planning; needs identification and analysis; preparation of final tender documentation; bid evaluation; supplier selection; contract preparation*.*  In the space provided below please briefly *(max 250 words)* highlight specific achievements, contributions, or expertise you have developed in at list three of these areas during your career to date which clearly demonstrate your suitability to meet the challenges of this role. |
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| 1. **Teamwork & Team Leadership**   The successful candidate will have responsibility for the coordination of all procurement activities for the Injuries Resolution Board whist ensuring that we adhere to corporate and Public Procurement Guidelines for Goods and Services. They will provide expert guidance, advice and direction in relation to procurement.  They will have the ability to encourage, inspire and support others to adhere to procurement policies, guidelines and legislation whilst understanding and being tolerant of differing needs and viewpoints.  In the space below, please give an example of a situation which demonstrates that you possess these skills and an ability to work co-operatively within teams and across an organisation to achieve personal, team and organisational goals in a respectful manner. |
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| 1. **Judgement, Analysis & Decision Making**   The successful candidate will have practical experience in establishing high value (greater than €50k contract value) procurement arrangements in a regulated or competitive market and will have contributed to the planning and delivery of procurement projects.  In the space below, please give an example which demonstrates that you possess these skills and an ability to takes account of any broader issues, agendas, sensitivities and related implications when making your decision |
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| 1. **Management and Delivery of Results**   The successful candidate will have relevant experience of governance, quality assurance and controls in the procurement process. They will have substantial experience of delivering best practice contract management and administration.  The successful candidate will manage their own time effectively, prioritises workload, prepare in advance and sets realistic timescales. Monitors progress towards operational or strategic objectives.  In the space below, please give an example of a situation which demonstrates that you possess these skills |
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| 1. **Interpersonal and Communication Skills**   The successful candidate will work with senior management in respect of specific areas of procurement, they will liaise with external (Comptroller & Auditor General) and internal auditors on procurement matters. The appointee will establish and maintain strong relationships with vendors, suppliers and procurement consultants, negotiating contracts and ensuring favourable terms and conditions.  The successful candidate must show an ability to effectively communicate, both verbally and in writing, with individuals and groups.  In the space below, please give an example of a relevant situation which demonstrates that you have transferable skills in this area. |
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6.) Please include a brief cover letter (no more than 500 words) in the section b. In your letter, explain why you are interested in the Higher Executive Officer - Procurement Officer position and how your technical skills and experience align with the requirements listed in the job description. Additionally, we would appreciate it if you could highlight how, you demonstrate a commitment to Public Service values and your drive to contribute to this important work.

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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 of such information as may be necessary to the Selection Panel of the Injuries Resolution Board. The submission of this application is taken as consent to this.

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

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

**Injuries Resolution Board is an equal opportunities employer**

Please return this completed application form to [careers@injuries.ie](mailto:careers@injuries.ie) by 12noon on Monday, 3rd March 2025.