

**Application Form**

 **Programme Manager (Senior Executive Officer) – The Capital Programmes Unit (CPU)**

Please read the information booklet carefully

**Part A**

|  |  |
| --- | --- |
| Personal Details |  |
| First Name  |  |
| Surname  |  |
| Address  |  |
| Mobile Number  |  |
| Email Address  |  |

|  |  |
| --- | --- |
| Academic or Professional Qualifications  |  |
|  |  |
| Full Title |  |
| Awarding Body  |  |
| Year Obtained  |  |
| NFQ Level  |  |

|  |  |
| --- | --- |
|  |  |
| Full Title |  |
| Awarding Body  |  |
| Year Obtained  |  |
| NFQ Level  |  |

|  |  |
| --- | --- |
|  |  |
| Full Title |  |
| Awarding Body  |  |
| Year Obtained  |  |
| NFQ Level  |  |

|  |  |
| --- | --- |
|  |  |
| Full Title |  |
| Awarding Body  |  |
| Year Obtained  |  |
| NFQ Level  |  |

|  |  |
| --- | --- |
| Employment Details (start with current or last)  |  |
|  |  |
| Employer’s Name  |  |
| Dates(permanent/fixed term/temporary) |  |
| Job Title  |  |
| Main Duties and responsibilities  |  |

|  |  |
| --- | --- |
|  |  |
| Employer’s Name  |  |
| Dates(permanent/fixed term/temporary) |  |
| Job Title  |  |
| Main Duties and responsibilities  |  |

|  |  |
| --- | --- |
|  |  |
| Employer’s Name  |  |
| Dates(permanent/fixed term/temporary) |  |
| Job Title  |  |
| Main Duties and responsibilities  |  |

|  |  |
| --- | --- |
| MS Office | SKILL LEVEL *(PLEASE TICK TO INDICATE SKILL LEVEL)* |
| None | Basic | Advanced | Expert |
| Word |  |  |  |  |
| PowerPoint |  |  |  |  |
| Excel |  |  |  |  |
|  |  |  |  |  |
| OTHER*(Provide detail)* |  |  |  |  |



**Part B**

**Programme Manager (Senior Executive Officer) – The Capital Programmes Unit (CPU)**

In this part of the application, please provide details on how your professional experience meets the eligibility criteria for this post.

Please provide clear, detailed answers that demonstrate the depth and breadth of your experience in each area below, reflective of the requirements of this post. Please adhere to a word count of 250 words per each competency.

|  |
| --- |
| 1. Team Leadership
 |
| Please provide an example which demonstrates your ability to lead and work with teams to meet objectives. |
|  |

|  |
| --- |
| 1. Judgement, Analysis and Decision-making
 |
| Please provide an example which demonstrates your ability to apply sound judgement, expertise in analysing data and an ability to draw relevant conclusions. |
|  |

|  |
| --- |
| 1. Management and Delivery of Results
 |
| Please provide an example which demonstrates your ability to manage and deliver results. |
|  |

|  |
| --- |
| 1. Interpersonal and Communication Skills
 |
| Please provide an example which demonstrates your interpersonal and communication skills, with specific reference to stakeholder engagement experience. |
|  |

|  |
| --- |
| 1. Specialist Knowledge and Expertise
 |
| Please provide details of your specialist knowledge and expertise that help you meet the specific requirements for this post. |
|  |

|  |
| --- |
| 1. Additional Information (Optional)
 |
| Please provide any additional information you consider relevant to your application. |
|  |

**Declaration**

|  |
| --- |
| By submitting this application form: I hereby declare that I fulfil all the requirements set out for this position and that the information provided in this application form is correct. I understand that if it is subsequently discovered that any statement is false or misleading, I could be disqualified from the selection campaign.I understand canvassing will disqualify an applicant.I understand that this completed application form, may be shared with external members of the panel and I consent to same. |

|  |
| --- |
| Name & Signature  |
|  |

|  |
| --- |
| Date  |
|  |

* The onus is on candidates to establish eligibility on this application form.
* Please ensure that you have completed all sections and that you have completed the declaration above.
* Please email the application form to recruit@hea.ie
* If you have any queries relating to this application form or the information booklet, please contact recruit@hea.ie
* The deadline for applications is **5pm the 23rd of January 2023**