

Application Form
Head of HR and Staff Development – Assistant Principal Officer
Adoption Authority of Ireland

Name:

Briefly highlight specific achievements, contributions or expertise you have developed from your career to date which clearly demonstrate your suitability to meet the challenges of the role under each competency heading and describe one example that illustrates your competency under that heading. (Max 300 words)

Leadership

- Actively contributes to the development of the strategies and policies of the organisation
- Brings focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise
- Leads and maximises the contribution of the team as a whole
- Considers the effectiveness of outcomes in terms wider than own immediate area
- Clearly defines objectives/goals and delegates effectively, encouraging ownership and responsibility for tasks
- Develops capability of others through feedback, coaching and creating opportunities for skills development
- Identifies and takes opportunities to exploit new and innovative service delivery channels
- Through leading by example, fosters the highest standards of ethics and integrity

Interpersonal and Communication Skills

- Presents information in a confident , logical and convincing manner, verbally and in writing
- Encourages open and constructive discussions around work issues
- Promotes teamwork within the section, but also works effectively on projects across the organisation/sector
- Maintains pose and control when working to influence others
- Instils a strong focus on customer service in his or her area
- Develops and maintains a network of contacts to facilitate problem solving or information sharing
- Engages effectively with a range of stakeholders, including members of the public, Public Service colleagues and the political system

Management and Delivery of Results

- Takes responsibility for challenging tasks and delivers on time and to a high standard
- Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances
- Ensures quality and efficient customer service is central to the work of the division
- Looks critically at issues to see how things can be done better
- Is open to new ideas initiatives and creative solutions to problems
- Ensures controls and performance measures are in place to deliver efficient and high value services
- Effectively manages multiple projects

Analysis and Decision Making

- Researches issues thoroughly, consulting appropriately to gather all information needed on an issue
- Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)
- Integrates diverse strands of information, identifying inter-relationships and linkages
- Uses judgement to make clear, timely and well-grounded decision on important issues
- Considers the wider implication, agendas and sensitivities within decisions and the impact on a range of stakeholders
- Takes a firm position on issues he or she considers important

Specialist Knowledge, Expertise and Self Development

- Has a clear understanding of the roles, objectives and targets of self and the team and how they fit into the work of the organisation
- Is considered an expert by stakeholders in own field/area
- Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role

Drive and Commitment to Public Service Values

- Is self-motivated and shows a desire to continuously perform at a high level
- Is personally honest and trustworthy and can be relied upon
- Ensures the citizen is at the heart of all its services
- Through leading by example, fosters the higher standards of ethics and integrity

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DECLARATION

I hereby certify and declare that all of the information that I have provided on this application has been honestly and accurately articulated to the best of my knowledge and belief.

Name of Applicant

Signature

Date

Please ensure that you have provided all of the information for which you have been asked. A candidate found to have given false information or to have wilfully suppressed any material fact will be liable to disqualification or, if appointed, to dismissal.

Please note that all personal data shall be treated as confidential in accordance with General Data Protection Regulations.