

**COMPETITION FOR RESEARCH & EVALUATION OFFICER (ASSISTANT
PRINCIPAL OFFICER GRADE) IN THE NATIONAL COUNCIL FOR SPECIAL
EDUCATION**

MILL STREET, TRIM, CO. MEATH



Name			
Correspondence Address:		Mobile Phone No:	
Email Address (Please print clearly if completing in handwritten format)		Landline No:	

Do you require any reasonable accommodations throughout the selection process? (Please Tick)

YES

NO

Please see section 6, Candidates with Disabilities, of the competition booklet for further information and requirements regarding reasonable accommodations

EDUCATIONAL DETAILS

Please specify in each case

- Title of qualification (e.g. Commerce, Law etc.)
- Level of qualification (e.g. certificate, diploma, B.A., BSc, M.A. MSc, PhD)
- Key subjects (up to 3) or in the case of a Masters by thesis or PhD indicate title of thesis
- Year in which qualification was awarded
- Institution and (if different) Awarding Authority

	Title	Level	Key Subjects	Year Awarded	Institution/Awarding Authority
1					
2					
3					
4					

Please expand table as necessary.

CAREER HISTORY

Please present your career in reverse chronological order (last three or four roles – repeat as required) so that the most recent role appears first.

Position:	
Organisation:	
Dates from – to:	
No. and grade of reporting staff:	
Main Description of Duties	

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Organisation:	
Dates from – to:	
No. and grade of reporting staff:	
Main Description of Duties	

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Organisation:	
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In the following section, we ask you to describe in the context of the specific competencies identified for the position of Assistant Principal Officer in the Civil Service and outlined in Appendix 1.

1. Summarise briefly your experience/key achievements to date that demonstrate certain experience which has been identified as necessary.
2. Set out one example which most effectively demonstrates your competency under this heading with a particular focus on results/outcomes.

COMPETENCY 1: LEADERSHIP

1. Summarise briefly your experience/key achievements to date under this competency heading (please use bullet points)

2. Set out one example which most effectively demonstrates your competency under this heading with a particular focus on results/outcomes (max. 300 words)

COMPETENCY 2 – ANALYSIS AND DECISION MAKING

**1. Summarise your experience/key achievements to date under this competency heading
(please use bullet points)**

2. Set out one example which most effectively demonstrates your competency under this heading with a particular focus on results/outcomes (max. 300 words)

COMPETENCY 3 – MANAGEMENT & DELIVERY OF RESULTS

**1. Summarise your experience/key achievements to date under this competency heading
(please use bullet points)**

2. Set out one example which most effectively demonstrates your competency under this heading with a particular focus on results/outcomes (max. 300 words)

COMPETENCY 4 – INTERPERSONAL AND COMMUNICATION SKILLS

**1. Summarise your experience/key achievements to date under this competency heading
(please use bullet points)**

2. Set out one example which most effectively demonstrates your competency under this heading with a particular focus on results/outcomes (max. 300 words)

COMPETENCY 5 – SPECIALIST KNOWLEDGE, EXPERTISE & SELF DEVELOPMENT

**1. Summarise your experience/key achievements to date under this competency heading
(please use bullet points)**

2. Set out one example which most effectively demonstrates your competency under this heading with a particular focus on results/outcomes (max. 300 words)

COMPETENCY 6 – DRIVE & COMMITMENT TO PUBLIC SERVICE VALUES

**1. Summarise your experience/key achievements to date under this competency heading
(please use bullet points)**

2. Set out one example which most effectively demonstrates your competency under this heading with a particular focus on results/outcomes (max. 300 words)

Signature:	
Date:	

Appendix 1:



Assistant Principal Officer Competency Framework



An tSeirbhís um Cheapacháin Phoiblí
Public Appointments Service

Assistant Principal Officer Level Competencies

Effective Performance Indicators

Leadership	Actively contributes to the development of the strategies and policies of the Department/ Organisation
	Brings a 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 & delegates effectively, encouraging ownership and responsibility for tasks
	Develops capability of others through feedback, coaching & creating opportunities for skills development
	Identifies and takes opportunities to exploit new and innovative service delivery channels

Analysis & 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
	Makes clear, timely and well grounded decisions on important issues
	Considers the wider implications of decisions on a range of stakeholders
	Takes a firm position on issues s/he considers important

Management & 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

Interpersonal & 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 Departments/ Sectors
	Maintains poise and control when working to influence others
	Instills a strong focus on Customer Service in his/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

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 unit and Department/ Organisation
	Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities
	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 & 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 services provided
	Through leading by example, fosters the highest standards of ethics and integrity