**Key Achievements Form**

**Section 1 - PERSONAL DETAILS**

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| **First Name:** | | **Surname:** | |
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| **Home Address:** | | **Correspondence Address: *(if different)*** | |
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| **Home Phone Number:** | **Mobile Phone Number:** | | **Eircode:** |
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| **Email address:** *(this is the primary method of communication)* | | | |
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**Section 2 – STATEMENT OF SUITABILITY**

Please outline how you meet the essential requirements as set out in the Candidate Information Booklet (maximum of 400 words)

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**Section 3 – COMPETENCIES**

For each competency, briefly set out what you consider to be a good example of how you demonstrated key strengths and skills in these areas. Your example should include a brief description of the nature of the task/problem, your specific involvement, and the outcome (maximum of 250 words per competency).

**Leadership (Maximum 250 words)**

* 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 maximizes 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

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**Judgement, Analysis and Decision Making (Maximum 250 words)**

* 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 decisions on important issues
* Considers wider implications, agendas and sensitivities within decisions and the impact on a range of stakeholders
* Takes a firm position on issues s/he considers important

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**Management and Delivery of Results (Maximum 250 words)**

* 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

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**Interpersonal and Communication Skills (Maximum 250 words)**

* Presents information in a confident, logical and convincing manner, verbally and in writing
* Encourages open and constructive discussions around work issues
* Promotes team work within the section, but also works efficiently on projects across Departements/Sectors
* Maintains poise and control when working to influence others
* Instils 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

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**Specialist Knowledge, Expertise and Self Development (Maximum 250 words)**

* Has a clear understanding of the roles objective 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 focussed on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role

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**Drive and Commitment to Public Service Values (Maximum 250 words)**

* 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

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**All parts of the document must be completed and should be submitted along with CV**