|  |  |
| --- | --- |
| **FOR OFFICE USE ONLY** | |
| Applicant Number: |  |
| Shortlisted Y/N |  |
| Competition ID number: | **009108** |

**Dún Laoghaire-Rathdown County Council**

**Application for the post of:**

|  |
| --- |
| DUBLIN REGIONAL PROGRAMME MANAGER –3 YEAR TEMPORARY FIXED TERM CONTRACT (009108) |

1. **Note:** Please return this application form before the closing date of **Thursday 1st July 2021 – 12 noon.**
2. Applications for this competition **must be typed** and will **only** be accepted by email to **careers@dlrcoco.ie** in the following format: **pdf. An automated reply will be delivered to the applicant by return.**
3. **Do not** attach any C.V.’s or related documents with this form.
4. Dún Laoghaire-Rathdown County Council will not reimburse any travel expenses necessary to attend the interview.
5. Before you return the form, please ensure that you have completed all sections and that you have read the declaration at the end of the form and have printed your name as consent to same.
6. Please note that you may be asked to provide evidence of the National Framework of Qualifications level of your qualifications and copy of certificates verifying qualifications. The onus is on the candidates to establish eligibility in this application form.
7. Canvassing by or on behalf of the applicant will automatically disqualify.
8. Please note that applicants may be shortlisted on the basis of the information supplied on this application form.
9. When completing this application form, please continue on additional pages if necessary, setting out the information in the same manner as indicated.
10. Queries may be made to the Human Resources Section, Dún Laoghaire-Rathdown County Council, County Hall, Marine Road, Dún Laoghaire, Co. Dublin or by telephone on 01-2054854 or email [hr@dlrcoco.ie](mailto:hr@dlrcoco.ie).

**DÚn Laoghaire-Rathdown County council is committed to a policy of equal opportunity and encourages applications under all nine grounds of the employment equality act**

|  |  |
| --- | --- |
| **SECTION A – PERSONAL DETAILS** | |
| **Surname:** | **Forename(s):** | |
| **Address:** | **Home Telephone:** | |
| **Work Telephone:** | |
| **Mobile Tel Number:** | |
| **Eircode:** | **Email address:** | |
| **DLRCC Employee No: (if applicable)** |  | |
| **Source of application (Name of newspaper/Website, etc.):** |  | |

|  |
| --- |
| **SECTION B – EDUCATION, QUALIFICATIONS and TRAINING** |

**GENERAL EDUCATION:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates** | | **Name of Secondary School (s)** | **Examinations Taken** | **Subject** | **Results** |
| **From** | **To** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**ACADEMIC, PROFESSIONAL OR TECHNICAL QUALIFICATIONS:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Dates** | | **University, College or Examining Authority** | **Qualification Obtained** | **Level in the National Frameworks of Qualifications** | **Year Qualification Obtained** | **Final Year Examination Subjects** |
| **From** | **To** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**RELEVANT TRAINING /COURSES (OPTIONAL):**

|  |
| --- |
|  |

|  |
| --- |
| **SECTION C – EMPLOYMENT RECORD** |

Please give below, in date order **(starting with your current employer)** full details of all employment between the date of leaving school or college and the present dates. Please do not leave any period between these dates unaccounted for. If necessary, continue on a separate sheet, setting out the information in the same manner as below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer:** |  | **Dates:** | |
| **From** | **To** |
| **Address:** |  |  |  |
| **Nature of Business:** |  | | |
| **Position Held:** |  | | |
| **Temporary or Permanent:** |  | | |
| **Description of Main Duties and Responsibilities:** | | | |
| **Reason for Leaving:** | | | |
|  | | | |
| **Employer:** |  | **Dates:** | |
| **From** | **To** |
| **Address:** |  |  |  |
| **Nature of Business:** |  | | |
| **Position Held:** |  | | |
| **Temporary or Permanent:** |  | | |
| **Description of Main Duties and Responsibilities:** | | | |
| **Reason for Leaving:** | | | |
| **Employer:** |  | **Dates:** | |
| **From** | **To** |
| **Address:** |  |  |  |
| **Nature of Business:** |  | | |
| **Position Held:** |  | | |
| **Temporary or Permanent:** |  | | |
| **Description of Main Duties and Responsibilities:** | | | |
| **Reason for Leaving:** | | | |
|  | | | |
| **Employer:** |  | **Dates:** | |
| **From** | **To** |
| **Address:** |  |  |  |
| **Nature of Business:** |  | | |
| **Position Held:** |  | | |
| **Temporary or Permanent:** |  | | |
| **Description of Main Duties and Responsibilities:** | | | |
| **Reason for Leaving:** | | | |
| **Please indicate the reason(s) for seeking the position applied for:** | | | |
|  | | | |

In each of the following four competencies you are asked to describe some of your personal achievements to date that demonstrate certain skills and abilities which have been identified as necessary for the position of Dublin Regional Programme Manager – 3 Year Temporary Fixed Term Contract**. In each of the five competencies below, briefly explain in no more than 200 words examples which you feel best demonstrate your ability/capacity in these areas.**

|  |
| --- |
| 1. **Strategic Management and Change**   **Strategic Ability**  Displays the ability to think and act strategically. Thinks long term. Can translate organisational mission and vision into clear and specific and achievable objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.  **Political Awareness**  Have a clear understanding of the political reality and context of the organisation.  **Networking and Representing**  Develops and maintains positive and mutually beneficial relationships. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive and cohesive image for the organisation it represents.  **Bringing about Change**  Effectively introduces change, fosters a culture of creativity in employees and overcomes resistance to change.  Demonstrates flexibility and an openness to change. |
|  |
| 1. **Delivering Results**   **Problem Solving and Decision Making**  Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Can act decisively with complex information and multiple stakeholders.  **Operational Planning**  Plans projects to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements and evaluation methods. Establishes high quality service and customer care standards.  **Delivering Quality Outcomes**  Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating employees and by managing resources effectively. |
|  |

|  |
| --- |
| 1. **Performance through People**   **Leading and Motivating**  Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops effective and productive workplace relationships. Leads by example in terms of commitment, flexibility and a strong customer service ethos.  **Managing Performance**  Effectively manages performance. Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability.  **Communicating Effectively**  Has highly effective verbal and written communication skills. Presents ideas effectively to individuals and groups. |
|  |
| 1. **Networking People**   **Resilience and Personal Well Being**  Demonstrates appropriate and positive self confidence. Operates effectively in an environment with significant complexity and pace.  **Personal Motivation, Initiative and Achievement**  Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. Does more than is required or expected, anticipating situations and acting to pre-empt problems. Creates new opportunities. |
| 1. **Networking and Representing**  * Develops and maintains positive and beneficial relationships with relevant interests. * Sustains a positive image and profile of the local authorities.   Establishes, maintains, participates and contributes to networks to enhance service delivery:   * across all agencies, public and private, local, national and the EU * across jurisdictions * with the local communities and community fora, including new and emerging communities * with the private sector, business, industry and unions * other organisations as appropriate   Builds an appropriate network of technical and professional contacts that maintain contemporary knowledge in order to enhance service delivery.  Actively supports other leaders within the organisation and across the Public Service.  Articulates and understands the views of stakeholders.  Promotes and sustains an appropriate, positive, cohesive image and profile of the local authority, with commitment to the standards and ethical principles of the Public Service.  Applies appropriate discretion and maintains confidentiality and political sensitivity when representing the local authority.  Maintains appropriate and effective communication with the media.  Recognises the importance of key stakeholders to the local authority and ensures that the local authority plays a constructive part in developing the competence of its key stakeholders.  Empowers local communities through engagement, consultation, education or other innovative means  Responds positively to the changing needs of communities |
|  |

|  |
| --- |
| SECTION D – ADDITIONAL INFORMATION |

|  |
| --- |
| **Please use this space to outline any other information not already included which you feel may support your application e.g. leisure interest, hobbies, membership of clubs, travel, etc.** |

|  |
| --- |
| **SECTION E – ADDITIONAL INFORMATION** |

**REFEREES:**

Please provide contact details below of two responsible persons, to whom you are well known but not related (if you are or have been in employment, referees should be existing or former employers)

|  |  |
| --- | --- |
| **Name:** |  |
| **Position Held:** |  |
| **Address:** |  |
| **Contact Tel No.:** |  |
| **Email Address:** |  |
| **Details of Employer:** |  |
|  | |
| **Name:** |  |
| **Position Held:** |  |
| **Address:** |  |
| **Contact Tel No.:** |  |
| **Email Address:** |  |
| **Details of Employer:** |  |

Have you any objections to Dún Laoghaire- Rathdown County Council contacting your present and/or previous employers? **YES/NO**

Are you in receipt of a superannuation allowance in respect of previous employment in the Public Service? **YES/NO**

If yes, please give details of pension and date granted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever accepted voluntary redundancy/ early retirement from a local authority or any other Public Service organisation by which you were employed? **YES/NO**

If yes, please give details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you hold a current, full driving licence?

If yes, please specify classes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is a requirement of Dún Laoghaire – Rathdown County Council that you take up duty within six weeks following an offer of employment.

Do you require any special facilities/ arrangements for the interview (e.g. wheelchair access etc.) **YES/NO**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I HEREBY DECLARE all the foregoing particulars to be true and give my permission for any enquiries to be made to establish such matters as age, qualifications, experience, character and for the release by other people, agencies, police authorities or organizations of such information as may be necessary to Dún Laoghaire- Rathdown County Council for that purpose. This may include enquiries from past/ present employers.**

**THE SUBMISSION OF THIS APPLICATION IS TAKEN AS CONSENT TO THE FOREGOING.**

**AN AUTOMATED REPLY WILL BE DELIVERED TO THE APPLICANT BY RETURN.**

**PRINT NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**