



Monitoring Ref: (Invest NI use only) _____

Director Roles (DR/18)

APPLICANT NAME: _____

This competition will allow Invest NI to fill the current existing 2 vacancies within the organisation.

Where further positions arise in the 12 months following the competition which require the same skills set outlined in the Information for Applicants pack, consideration will be given to filling them from this competition.

All applicants must specify the post(s) which they wish to be considered for:

Executive Director, Regional Business Group

Director, Technology and Services Division

Applicants must clearly outline on their application forms how their experience meets each of the essential criteria. To ensure equality of opportunity for all applicants:

- The criteria boxes must **not** be extended to supplement answers. **Responses to each criterion must not exceed the specified word limit.** Invest NI reserves the right to reject applications that are illegible.
- CVs or any other supplementary material in addition to completed application forms will not be accepted.
- Applications should be completed in no smaller than Arial size 10 font.
- Incomplete applications will not be considered.
- Applications by fax are not acceptable unless by prior agreement with HR.
- Please note the monitoring form is regarded as part of your application and should be completed and returned with your application form. Invest NI is an Equal Opportunities Employer.
- Please note that the Job Applicant Privacy Notice is regarded as part of your application and therefore the Declaration Section of this application form should be completed. Failure to do so will prevent Invest NI from being able to process the information contained in your application form and Invest NI will have to make a decision on whether or not to recruit you in the absence of that information.
- If you have a disability as defined by the Disability Discrimination Act 1995 (and any subsequent amendments) and this precludes you from completing this application form and / or submitting it by the closing date, please contact Invest NI's Human Resources Department on Tel: 028 9069 8319 or for alternative arrangements and / or reasonable adjustments.

Please return completed form to:

The Monitoring Officer
Invest NI
Human Resources Team
Bedford Square
Bedford Street
BELFAST
BT2 7ES
Contact number: (028) 9069 8319
Text Relay: 18001 9069 8319

If you are calling using Text Relay from outside the UK please call: +44 151 494 1260
028 9069 8319

Alternatively you can email your application to: monitoringofficer@investni.com

If you are submitting your completed application form electronically, you must ensure that it is sent via email as an attachment (either as a PDF or Microsoft Word document only). Forms sent via any other online method or converted into any other digital format, or which Invest NI deems unsafe to open, will not be accepted.

Completed application forms must be received no later than **12 noon GMT on Friday 4th January 2019**. Applications received after this time and date will not be considered.

Invest NI is an Equal Opportunity Employer

PERSONAL DETAILS

Title (Mr/Mrs/Ms etc)	Surname	Forename(s) (Please underline name by which you are known)
Address	Home Tel No	Work Tel No
		E-Mail Address
Postcode	Do you hold a current full driving licence? (YES/NO)	Do you have the use of a vehicle for business purposes OR have access to a form of transport which will enable you to meet the requirements of the post in full? (YES/NO)

EDUCATION & QUALIFICATIONS

Secondary level and further and higher education.

From	To	Type of School/College/University attended	Subject	Examinations Passed		
				Level	Grade	Date
Membership of professional institutions/associations						

CAREER HISTORY

Please outline your career to date beginning with the most recent. Please provide details of any other employment by continuing on a separate sheet if necessary

Name of Current Employer	Nature of Organisation and Business Sector	Approximate Annual Turnover and Headcount
Title of Position(s) Held	Job Title of Line Manager(s)	Dates (Month and Year) From -To
Principal Duties of Post(s) Held		

Name of Previous Employer	Nature of Organisation and Business Sector	Approximate Annual Turnover and Headcount
Title of Position(s) Held	Job Title of Line Manager(s)	Dates (Month and Year) From -To
Principal Duties of Post(s) Held and Reasons for Leaving		

Name of Previous Employer	Nature of Organisation and Business Sector	Approximate Annual Turnover and Headcount
Title of Position(s) Held	Job Title of Line Manager(s)	Dates (Month and Year) From -To
Principal Duties of Post(s) Held and Reasons for Leaving		

Name of Previous Employer	Nature of Organisation and Business Sector	Approximate Annual Turnover and Headcount
Title of Position(s) Held	Job Title of Line Manager(s)	Dates (Month and Year) From -To
Principal Duties of Post(s) Held and Reasons for Leaving		

SELECTION CRITERIA

Candidates should refer to the criteria contained in Information for Applicants pack which are deemed essential for the role.

To assist in the completion of the application form, the following key points should be considered.

- The shortlisting panel will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained, and it is not appropriate simply to list the various posts that an applicant has held.
- In each section, candidates should provide evidence through **specific examples** to illustrate how they meet the particular experience, understanding, knowledge and qualities sought in the criteria. Responses should make reference to the applicant's specific role, objective, contribution and the outcome.

Candidate responses therefore must clearly explain how the evidence provided demonstrates their experience against the criteria.

Candidates are reminded that the allocated space for responses must not be extended to supplement answers. Candidates must adhere to the specified word count in their responses.

Application forms which do not provide the necessary detailed information in relation to the knowledge, skills and experience required will be rejected.

Candidates are reminded that the allocated space for responses must not be extended to supplement answers and that responses must not exceed 450 words

1. Please demonstrate your significant recent experience at senior management level, and evidence of working with senior level stakeholders (e.g. board members) to successfully overcome strategic challenges in a complex environment.

You should specify the stakeholders you worked with, what strategic challenges you faced and what action you specifically took to overcome them. You should also outline what outcomes you achieved.

Candidates are reminded that the allocated space for responses must not be extended to supplement answers and that responses must not exceed 450 words

2. Please demonstrate your recent experience of successful strategy development and implementation in a customer-focused environment which made a positive impact on your organisation.

Your response should make reference to the rationale for your approach, how you developed and implemented the strategy and how you aligned it with the needs of the organisation/ business. You should also indicate what the impact of your contribution was on the organisation.

Candidates are reminded that the allocated space for responses must not be extended to supplement answers and that responses must not exceed 450 words

3. Recent experience of developing long term strategic relationships with multiple customers and stakeholders at senior level with proven experience of developing and leading complex negotiations to a successful conclusion.

Your response should make reference to whom the relationships were with and how you successfully developed them. You should also provide an example of a complex negotiation you led, outlining your specific role, the approach you took and how this ensured a successful outcome.

MOBILITY

Invest NI is aware that some people with disabilities may not be able to hold a current full driving licence. If you do not possess a current full driving licence or do not have the use of a vehicle for business purposes, please demonstrate how you can fulfil the mobility requirements for the post for which you are applying.

Other Relevant Information

Include any other information, which you believe is relevant to your application for this post

Referees

Please supply details of two referees, which should normally be work related, and at least one of which should be your current (most recent if unemployed) manager/supervisor and have knowledge of your present work.

Name	Name
Position	Position
Address	Address
Tel No	Tel No
Nature of Relationship	Nature of Relationship
Email address:	Email address:

Interview Arrangements

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Additional Information

Current/Most Recent Salary		
Date of last salary increase	Date next increase due	Bonuses Payable
Substantial benefits		
Length of Notice		

DECLARATION

I declare that the foregoing particulars are complete and correct to the best of my knowledge and belief.

I consent to Invest NI organising for a Criminal Record Check to be carried out by Access NI if my application for this post is successful.

I confirm that I have read the enclosed Job Applicant Privacy Notice and understand what personal data Invest NI will hold about me and how that personal data is to be collected and used during and after the recruitment process.

Signed _____

Date _____

Applications can be emailed to monitoringofficer@investni.com. Please see page 2 for information on acceptable formats of electronic submission.

If you wish to submit your application electronically, ticking the boxes above will be taken in lieu of signature.

WARNING: Any candidate found to have knowingly given false information, or to have wilfully suppressed any material fact will be liable to disqualification, or if appointed, to dismissal.

Completed application forms must be received no later than **12 noon GMT on Friday 4th January 2019**.

Applications received after this time and date will not be considered.



MONITORING FORM

To be completed by all applicants.

DR/18

Personal Reference
Number Monitoring Ref:
(Invest NI use only)

PLEASE NOTE THE ATTACHED MONITORING FORM IS REGARDED AS PART OF YOUR APPLICATION AND SHOULD BE RETURNED WITH YOUR APPLICATION FORM.

The information you are asked to provide will be treated in strictest confidence and protected from misuse. It will be used only for the purpose of monitoring our Equality of Opportunity in Employment Policy.

Date of Birth: _____

Please indicate the community to which you belong by ticking the appropriate box:

I am a member of the Protestant community:

I am a member of the Roman Catholic community:

I am neither a member of the Protestant nor Roman Catholic community:

Please indicate your ethnic group by ticking one or more of the following:

African Bangladeshi Chinese

Caribbean Indian Irish Traveller

Pakistani White Mixed Ethnic Group

Please indicate your sex by ticking the appropriate box below:

I am female:

I am male:

Please state which District Council Area you reside in:

Please state how you became aware of the vacancy.

Advertising Effectiveness

To allow Invest NI to assess the effectiveness of its Recruitment channels, please indicate how you became aware of this vacancy.

Please tick as appropriate:

Belfast Telegraph:

Newsletter:

Irish News:

nijobfinder.co.uk:

Invest NI web site:

Other (please specify)

Disability:

Under the Disability Discrimination Act 1995 (and any subsequent amendments) a person is considered to have a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities. Please note that it is the effect of the impairment, without treatment, which determines if an individual meets the definition of disability,

Do you consider that you meet this definition of disability?

Yes No

If yes, please state the type of disability

Mental Health Disability

Learning Disability

Physical Disability

Are there reasonable adjustments that we could make that would enable you to enjoy equality of opportunity in getting a job/ working with us?

MONITORING NUMBER (Invest NI use only) _____

Health Declaration

Following the introduction of the Disability Discrimination Act 1995 (and any subsequent amendments), employers must ensure that employment practices are not discriminatory and that reasonable adjustments are made to the workplace to overcome the effects of disability. In order to help us in this process, applicants must provide the following information, but in doing so should also be aware that answering “yes” to any of the following questions does not necessarily exclude them from the competition, but may require them to provide further information.

1. Do you suffer from any medical condition or disability which:

(a) may prevent your regular attendance at work, or your ability to give effective service over a period of up to one year?

Yes

No

If yes, please give details:

(b) may have a health and safety implication for carrying out the job for which you are being considered, e.g. fits, fainting attacks, blackouts or epilepsy?

Yes

No

If yes, please give details:

2. Have you been retired on medical grounds from employment?

Yes

No

If yes, please give details:

Please note that Invest NI may require you to undergo a medical examination to seek further information.