

# An Garda Síochána



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## Competition for appointment to Facilities Manager in Galway Divisional Headquarters in An Garda Síochána.

Name: \_\_\_\_\_

Work Phone No: \_\_\_\_\_

Home/Mobile No: \_\_\_\_\_

Email address: \_\_\_\_\_

Candidates should note that all communications relating to this competition, including the provision of results will issue to the email address provided.

Please submit to [HRPD.CivilianCompetitions@garda.ie](mailto:HRPD.CivilianCompetitions@garda.ie) or post to Civilian Competitions Support Unit, HR Directorate, An Garda Síochána, Athlumney House, IDA Business Park, Johnstown, Navan, Co Meath, C15 DR90  
not later than 5.00 pm on 7<sup>th</sup> September, 2018.

**An Garda Síochána**  
**Open Competition for appointment to Facilities Manager**

**APPLICATION FORM**

**Section 1: Personal Details**

Title (Mr, Mrs, Ms etc): \_\_\_\_\_

First Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Current Position: \_\_\_\_\_

Home address: \_\_\_\_\_

Correspondence address: \_\_\_\_\_

(if different from above) \_\_\_\_\_

Work Phone No: \_\_\_\_\_

Home/Mobile No: \_\_\_\_\_

Email address: \_\_\_\_\_

**Statistical Information\***

Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Do you require any special facilities to assist  
with your participation in any stage of this competition? \_\_\_\_\_ (Yes/No)

(If "Yes", please specify) \_\_\_\_\_

**Do you possess an up to date Safe Pass card? Yes / No**

**Please provide Expiry Date of your Safe Pass card.** \_\_\_\_\_

**IMPORTANT NOTE:**

**Candidates should note that the information presented in this application form will play a central part of any short-listing process. The decision to include you on the short-list of candidates going forward to Stage 2 of the process may be determined based on the information you supply at this stage. This information may be discussed in more depth, should you be called to interview.**

**Additional documentation provided by the candidate, such as a Curriculum Vitae, will *not* be considered as part of any short-listing process.**

## Section 2: Educational Qualifications

List each qualification and year attained. **Start with most recent qualification.**

Year obtained and Full title of Qualification(s) held	Grade obtained	Subject(s) in final exam	University, College or Examining Authority
Year:			
Title:			
Year:			
Title:			
Year:			
Title:			
Year:			
Title:			

### Section 3: Career History

Starting with your current role, please give details of current post/responsibilities and prior posts. Give the start date and the end date for each period of employment and include any breaks in employment. Please also indicate if the position was Permanent (P), Temporary (T), Full time (F) or Part-time (PT)

Title of Post	Length of time in post		(P), (T), (F),(PT)	Details of post and responsibilities
	Start Date	End Date		

#### Section 4: Statement of Suitability

Please specify what experience, involvements and/or special qualities you have which you believe equip you for the position for which you are applying. Your answer should make reference, but is not restricted, to the criteria listed under **'Desirable Requirements'** in the information booklet.

## Section 5: Further Information

### A. Experience

For each work area listed below, indicate your level of experience (tick)			
	Extensive Experience (Daily Use)	Occasional Experience (Weekly/Monthly Use)	No Relevant Experience
Construction			
Building maintenance			
Provision of Building Support Services			
Implementation of Health and Safety			
Implementation and Oversight of Security Operations			
Computer Skills			
Team working and Supervisory experience			

### B. Knowledge

For each work area listed below, indicate your level of knowledge (tick)			
	Extensive Knowledge	Good Knowledge	Some Knowledge
Knowledge of principles and practices of project management			
Knowledge of principles and practices of business administration			
Knowledge of financial principles and practices			
Knowledge of human resource management principles and practices			
Knowledge of procurement and contracts			

## Section 6: Competencies for the grade of Facilities Manager

Applicants should have all the attributes required of an Facilities Manager and in particular they must demonstrate, by reference to specific examples from their career to date, that they possess or have the capacity to acquire the qualities, skills and knowledge as identified in the competencies below. 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 300 words per competency)**

### 1. Understanding of Facilities Operations

Please provide details of your depth and breadth of knowledge of facilities operations

**2. Construction and Maintenance**

With reference to one or more examples, please provide details of your approach to and any specific experience you have in construction and in the planning and management of building refurbishment and maintenance projects.



**3. Electrical and Mechanical Systems**

With reference to one or more examples, please provide details of any specific experience you have of managing electrical and/or mechanical systems.

**4. Health & Safety Management**

With reference to one or more examples, please provide details of your approach and any specific experience you have in Health & Safety Management.

## 5. Interpersonal & Communication Skills

With reference to one or more examples, provides details of your skills in this area. The following guidelines may assist:

- Builds and maintains contact with colleagues and other stakeholders to assist in performing role
- Works with the team to facilitate high performance, developing clear and realistic objectives and addressing performance issues if they arise
- Acts as an effective link to external bodies and agencies
- Encourages open and constructive discussions around work issues
- Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances  
Presents information clearly, concisely and confidently when speaking and in writing

**An Garda Síochána**

**Open Competition for Appointment to Role of  
Facilities Manager**

**CANDIDATE DECLARATION**

I wish to apply for the post of Facilities Manager in An Garda Síochána.

I declare that the information contained in this application form is true and complete. I understand that if it is subsequently discovered that any statement is false or misleading I could be disqualified from the selection process.

I have indicated all special facilities, if any, that I require to facilitate my participation in each stage of this competition and confirm that I require no further special facilities other than those listed on this form.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**All parts of the application form must be completed and  
submitted by 5pm on Friday 7 September, 2018 to:**

**Civilian Competitions Support Unit, HR Directorate, An Garda Síochána, Athlumney House, IDA  
Business Park, Johnstown, Navan, Co. Meath, C15 DR90.**

Email soft copy of completed application form to [HRPD.CivilianCompetitions@garda.ie](mailto:HRPD.CivilianCompetitions@garda.ie)

**THE PERSONAL DATA SUPPLIED BY YOU ON THIS FORM WILL BE STORED ON COMPUTER  
AND WILL BE USED ONLY FOR THE PURPOSES REGISTERED UNDER THE DATA PROTECTION  
ACT, 1988.**

APPLICATION CHECKLIST	COPIES	TICK ✓
Completed application form including photograph ( <b>Single sided pages only</b> )	1	
Candidate declaration signed	1	