

An Garda Síochána



APPLICATION FORM

Office Use Only: Candidate ID: _____

Open Competition for Appointment to the position of
ICT Head of Corporate Information Systems
(Principal Officer)
in
An Garda Síochána

An Garda Síochána is committed to a policy of equal opportunity.

This competition will be run in compliance with the Codes of Practice prepared by the Commission for Public Service Appointments (CPSA) – available on www.cpsa.ie

CONTACT: An Garda Síochána HR Directorate Athlumney House, Johnstown, Navan, Co. Meath C15 ND62. Phone: 046 903 6376/7/5 or HRPD.StaffCompetitions@garda.ie

THE DIFFERENCE IS YOU

Contents

SECTION 1: Personal Details.....	3
SECTION 2: Educational Qualifications	4
SECTION 3: Career History	5
SECTION 4: Statement of Suitability	6
SECTION 5: Competencies for the Role.....	7
SECTION 6: Candidate Declaration	13

SECTION 1: Personal Details

Please type or write clearly using black ink

Name: _____

Work Phone No: _____

Home/mobile No: _____

Email address*: _____

Home address: _____

Correspondence address: _____

(if different from above) _____

Do you require any special facilities to assist with your participation in any stage of this competition?

_____ (Yes/No)

(If "Yes", please specify)

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

IMPORTANT NOTE:

Candidates should note that the information presented in this application form will play a central part of any short-listing process.

Additional documentation provided by the candidate such as 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 Degree(s)/ Qualification(s) held	Grade obtained (e.g. Pass; 2.2; 2.1; 1 etc.)	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.

Title of Post	Length of time in post		Details of post and responsibilities
	Start Date	End Date	

SECTION 4: Statement of Suitability

Please outline how you meet the 'Essential Requirements' as set out at Section 3 of the Information Booklet for Candidates (**maximum of 400 words**).

SECTION 5: Competencies for the Role

Applicants should have all the attributes required for this role 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.

Candidates must not exceed a maximum of 400 words per competency.

1. Leadership & Strategic Direction
<ul style="list-style-type: none">• Leads the team, setting high standards, tackling any performance problems & facilitating high performance;• Facilitates an open exchange of ideas and fosters an atmosphere of open communication;• Contributes to the shaping of Departmental/Government strategy and policy;• Develops capability and capacity across the team through effective delegation;• Develops a culture of learning & development, offering coaching and constructive/supportive feedback;• Leads on preparing for and implementing significant change and reform;• Anticipates and responds quickly to developments in the sector/broader environment;• Actively collaborates with other Departments and Agencies.

2. Judgement & Decision Making

- Identifies and focuses on core issues when dealing with complex information/situations;
- Assembles facts, manipulates verbal and numerical information and thinks through issues logically;
- Sees the relationships between issues and quickly grasp the high level and socio-political implications;
- Identifies coherent solutions to complex issues;
- Takes action, making decisions in a timely manner and having the courage to see them through;
- Makes sound and well informed decisions, understanding their impact and implications;
- Strives to effectively balance the sectoral issues, political elements and the citizen impact in all decisions.

3. Management & Delivery of Results

- Initiates and takes personal responsibility for delivering results/services in own area;
- Balances strategy and operational detail to meet business needs;
- Manages multiple agendas and tasks and reallocates resources to manage changes in focus;
- Makes optimum use of resources and implements performance measures to deliver on objectives;
- Ensures the optimal use of ICT and new delivery models;
- Critically reviews projects and activities to ensure their effectiveness and that they meet Organisational requirements;
- Instils the importance of efficiencies, value for money and meeting corporate governance requirements;
- Ensures team are focused and act on Business plan priorities, even when faced with pressure.

4. Building Relationships & Communication

- Speaks and writes in a clear, articulate and impactful manner;
- Actively listens, seeking to understand the perspective and position of others;
- Manages and resolves conflicts/disagreements in a positive & constructive manner;
- Works effectively within the political process, recognising and managing tensions arising from different stakeholders' perspectives;
- Persuades others; builds consensus, gains co-operation from others to obtain information and accomplish goals;
- Proactively engages with colleagues at all levels of the organization and across other Departments/Organisations and builds strong professional networks;
- Makes opinions known when s/he feels it is right to do so.

5. Specialist Knowledge, Expertise and Self Development

- Develops and maintains skills and expertise across a number of areas that are relevant to his/her field and recognised by people internal and external to the Department/Organisation;
- Keeps up to date with key departmental, sectoral, national and international policies and economic, political and social trends that affect the role;
- Maintains a strong focus on self-development, seeking feedback and opportunities for growth.

6. Drive & Commitment to Public Service Values

- Consistently strives to perform at a high level;
- Demonstrates personal commitment to the role, maintaining determination and persistence while maintaining a sense of balance and perspective in relation to work issues;
- Contributes positively to the corporate agenda;
- Is personally trustworthy, honest and respectful, delivering on promises and commitments;
- Ensures the citizen is at the heart of all services provided;
- Is resilient, maintaining composure even in adverse or challenging situations;
- Promotes a culture that fosters the highest standards of ethics and integrity.

SECTION 6: Candidate Declaration

**Open Competition for Appointment to the position of
Head of Garda Corporate Information Systems ICT
(Principal Officer)
in
An Garda Síochána**

CANDIDATE DECLARATION

I wish to apply for the post of Head of Corporate Information Systems ICT 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 read and fully understand the eligibility criteria and confirm that I satisfy all requirements.

Signature: _____

Print Name: _____

Date: _____

All parts of the application form must be completed in Word document format and submitted by **17:00 on Friday, 14th January 2022** by way of email to hrpd.staffcompetitions@garda.ie with subject heading: **Head of Corporate Information Systems ICT**.

General Data Protection Regulation (GDPR) & Data Protection Act, 2018.

Personal data provided by candidates shall only be processed for the purposes specified in this document, and within a clearly defined lawful basis under the (EU) General Data Protection Regulation (GDPR) ((EU)2016/679) and the Data Protection Acts 1988/2018.

All necessary measures will be put in place to ensure personal data is kept safe and secure, and only relevant personal data will be processed. Personal data will be retained for no longer than is necessary to achieve the purpose for which it has been obtained.