



# **INFORMATION FOR APPLICANTS**

## ABOUT SPORTS INSTITUTE NORTHERN IRELAND

Sport Northern Ireland Sports Institute (SNISI) aims to provide specialist services and key facilities for a number of Olympic and Paralympic athletes.

Sport Northern Ireland Sports Institute's mission is:

*"Ensure improved athlete performance through the provision of world leading support services to Northern Ireland's best high performance athletes and their coaches"*

The corporate vision will be achieved by developing the competencies of its staff who are dedicated to optimising the use of its resources.

Currently there are approximately 30 members of staff working within the Sport Northern Ireland Sports Institute.

SNISI works with athletes and coaches at Ulster University, Jordanstown and in three Performer Development centres in Cookstown, Lisburn and Belfast to improve athletic performance. SNISI provides services to three categories of athletes:

- A. Athletes receiving intensive, individually tailored and integrated services out of the main SNISI base
- B. Athletes receiving a limited range of services from SNISI staff out of a Performer Development Centre
- C. Athletes receiving services as part of a SNISI delivery to a squad group

The table below provides more detail of services available from SNISI.

Performance Planning	Technical planning with the athlete and their coach to identify appropriate services, integrate these into the annual plan and ensure implementation against targets.
Performance Skills	A service that enables each athlete to acquire the coping skills necessary for the performance environment, including how to minimise distractions and maximise performance under pressure.
Strength & Conditioning	Delivery of individualised sport specific programmes to develop robust athletes showing gains in the physical aspects necessary for competition at world level.
Sports Medicine	Services that ensure athletes reach and maintain optimum physical health and are able to perform effectively within the performance environment

Performance Science	<p>A range of sport science services that involve the profiling and monitoring of athlete performance. Information gathered enables prescription of specific individualised strategies that may include for example:</p> <ul style="list-style-type: none"> <li>• Adjustments to the training programme to produce physiological adaptation (<b>exercise physiology</b>),</li> <li>• application of video technology to enhance coach feedback (<b>performance analysis</b>)</li> <li>• specific fuelling and hydration strategies to enhance performance (<b>performance nutrition</b>)</li> </ul>
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In addition, SNISI also provides services

to support the development of High Performance Coaches.

Key performance indicators for SNISI going forward include increasing representation of NI athletes on World Class performance pathways and competitive success by athletes as measured by medals and rankings.

For more information on the Sports Institute Northern Ireland please visit our website [www.sini.co.uk](http://www.sini.co.uk)

### **Equality of Opportunity**

SNISI is committed to an equality of opportunity in its employment practices and aims to ensure that no actual or potential job applicant or employee is discriminated against, either directly or indirectly, on the grounds of gender, marital status, disability, race, community background or political persuasion, age, dependants, sexual orientation or Trade Union membership.

Each person shall have equal opportunity for employment, training and advancement in the SNISI on the basis of relevance, qualifications and performance. This maximises the effective use of human resources in the best interests of both the organisation and the individual.

SNISI is an Equal Opportunities Employer.

## **GUIDANCE NOTES WHEN COMPLETING YOUR APPLICATION FORM**

Please read these notes carefully. Your application form plays an important part in our selection process.

Please ensure you tell us everything that you think is relevant to your application. SNISI will not make assumptions from the title of your post as to the skills and experience gained. It is vital that you highlight your specific role and contribution by using actual examples to illustrate your experience against the criteria.

It is not sufficient to simply list your duties and responsibilities.

### **SELECTION PROCESS**

To ensure equality of opportunity for all applicants:

- The space available on the application form is the same for all applicants and must not be altered or re-formatted;
- We will not accept CVs or any other supplementary material in addition to the completed application form;
- We will not accept any applications which are received after the closing date and time;
- Emailed application forms will be accepted;
- Make sure your application form is well presented – illegible or incomplete forms will not be accepted;
- Use a black ballpoint pen or lowercase type, black always shows up best when photocopied.

If hand-delivering the application form please make sure you request a receipt as proof of delivery.

Please ensure you complete the monitoring form and the disclosure of criminal convictions form. This information will remain confidential and will be separated from the application form by the Monitoring Officer and will not be seen at any point by the selection panel.

All unsuccessful applicants will be informed after an appointment to the post is made.

All applications should be returned to:

The Monitoring Officer  
Sport Northern Ireland  
House of Sport  
2a Upper Malone Road  
BELFAST  
BT9 5LA

Or emailed to: [Humanresources@sportni.net](mailto:Humanresources@sportni.net)

## **Shortlisting**

A shortlist of candidates for interview will be prepared on the basis of the information contained in the application. It is therefore essential that all applicants demonstrate through their application how, and to what extent, they satisfy each of the criteria specified in the application form. Specific dates of employment in each position held should be included. It is not appropriate to simply list the various posts that an applicant has held. The essential and desirable criteria listed in the application form will be assessed at shortlisting.

Only those candidates, who, from the information supplied on the application form, match the essential, and when necessary the desirable, criteria for the post will be shortlisted.

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

## **Interview and Assessment**

Part of the selection process may include a skills-based assessment and / or presentation. These may be used as another stage in the shortlisting process or as part of the interview.

All selection processes will include an interview for those shortlisted candidates in order to establish the most suitable candidate for the position.

All applicants who meet and exceed the pass mark for interview will be deemed suitable for employment and will be held on a reserve list.

If this is your first experience of a competence-based interview you will not be required to:

- Talk through previous jobs or appointments from start to finish;
- Provide generalised information about your background and experience; or
- Provide information that is not specifically relevant to the competence the question is designed to test.

A competence-based interview does however require you to:

- Focus exclusively, in your responses, on your ability to fulfil the competences required for effective performance in the role; and
- Provide specific examples of your experience in relation to the required competence areas.

In preparation for the interview you may wish to think of about having a clear structure for each of your examples, such as:

- Situation – briefly outline the situation;
- Task – what was your objective, what were you trying to achieve;

- Action – what did you actually do, what was your unique contribution;
- Result – what happened, what was the outcome, what did you learn.

The panel will ask you to provide specific examples from your past experience in relation to each of the competencies. You should therefore come to the interview prepared to discuss in detail a range of examples which best illustrate your skills and abilities in each competence area.

All appointments are subject to receipt of satisfactory employment references, personal identification verifying an individual's right to work in the UK and copies of all examination certificates. Specified positions may also be subject to the completion of Access NI checks, credit checks and medical examinations.

## **ADDITIONAL INFORMATION**

### **Canvassing**

Canvassing in any form is not allowed.