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| **Job Title** | **Head of Policy and Innovation** | **All application forms should be emailed to:** [recruitment@sportni.net](file:///\\\\pr-spo-daisy\\HRConfidential\\Recruitment\\Competitions\\recruitment@sportni.net) |
| **Grade** | **Grade 7** |
| **Salary** | **£49,806 - £54,588** |
| **Closing Date** | **5pm, Monday 4th January 2021** |

**Please ensure you read the ‘Candidate Information Booklet’ booklet before filling out this application form.**

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| **SECTION 1 - PERSONAL DETAILS** | | | | | |
| **Forename** |  | | **Surname** | |  |
| **Title** |  | | **National Insurance No.** | |  |
| **Home**  **address**  **Postcode** |  | | **Contact Details**  **Home**  **Mobile**  **Email address** | |  |
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| **SECTION 2 – REFERENCES** | | | | | |
| Please provide details of two employment related referees, ***including your current employer.*** | | | | | |
| **Reference 1** | | | | | |
| **Name** |  | **Email Address**  **Telephone No.** | |  | |
| **Position**  **Organisation** |  |
| **Reference 2** | | | | | |
| **Name** |  | **Email Address**  **Telephone No.** | |  | |
| **Position**  **Organisation** |  |
| May SNI contact your present employer? | | | | | |

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| **SECTION 3 - EMPLOYMENT HISTORY**  **Please detail the last ten years of your employment history starting with your current or most recent employer.** | | | |
| **Current / Most Recent Employment** | | | |
| **Name of Employer** |  | **Date Appointed** |  |
| **Job Title** |  | **Date Left** *if applicable* |  |
| **Main duties and areas of responsibility** | | | |
| **Reason for Leaving** |  | **Notice Period** *if applicable* |  |
| **Previous Employment** | | | |
| **Name of Employer** |  | **Date Appointed** |  |
| **Job Title** |  | **Date Left** *if applicable* |  |
| **Main duties and areas of responsibility** | | | |
| **Reason for Leaving** |  | | |

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| **Previous Employment continued** | | | |
| **Name of Employer** |  | **Date Appointed** |  |
| **Job Title** |  | **Date Left** *if applicable* |  |
| **Main duties and areas of responsibility** | | | |
| **Reason for Leaving** |  | | |
| **Name of Employer** |  | **Date Appointed** |  |
| **Job Title** |  | **Date Left** *if applicable* |  |
| **Main duties and areas of responsibility** | | | |
| **Reason for Leaving** |  | | |
| **Name of Employer** |  | **Date Appointed** |  |
| **Job Title** |  | **Date Left** *if applicable* |  |
| **Main duties and areas of responsibility** | | | |
| **Reason for Leaving** |  | | |

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| **SECTION 4 - SIFTING INFORMATION**  Please complete this form accurately and in as much detail as possible using typescript or **BLACK INK**. Only information presented in the format of this application form will be considered. Do not append CV or other information. **Use only the space provided and Calibri Font 11.** |
| Please outline your qualifications and experience in relation to the essential and desirable criteria specified in the Personnel Specification. Only those applicants who clearly demonstrate relevant achievement, experience, knowledge and understanding of the essential criteria will go forward to the next stage of the recruitment and selection process. Desirable criteria may also be used for shortlisting purposes. **It is not acceptable to simply restate the criteria. e.g. “I have experience in using Microsoft Office”. Applicants must clearly demonstrate experience giving examples**. |
| **ESSENTIAL CRITERIA**  **Honours Degree or equivalent qualification in Public Policy and Public Affairs, Communications, Marketing or a similar relevant discipline** |
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| **SECTION 4 - SIFTING INFORMATION** |
| **ESSENTIAL CRITERIA**  **At least 3-years’ full time (or equivalent) experience in a management role (DP or similar) with responsibility for policy and public affairs, PR, and/or communications** |
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| **SECTION 4 - SIFTING INFORMATION** |
| **ESSENTIAL CRITERIA**  **Extensive experience in public affairs and public policy at a national level and good understanding of the workings of the NI Assembly and /Government.** |
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| **SECTION 4 - SIFTING INFORMATION** |
| **ESSENTIAL CRITERIA**  **Experience in the production of draft reports and responses, including to Government and senior persons in non-departmental public bodies.** |
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| **SECTION 4 - SIFTING INFORMATION** |
| **ESSENTIAL CRITERIA**  **Ability to build relationships and rapport.** |
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| **SECTION 4 - SIFTING INFORMATION** |
| **ESSENTIAL CRITERIA**  **Works collaboratively with senior colleagues and internal/external stakeholders.** |
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| **SECTION 4 - SIFTING INFORMATION** |
| **ESSENTIAL CRITERIA**  **Excellent written and oral communication.** |
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| **SECTION 4 - SIFTING INFORMATION** |
| **ESSENTIAL CRITERIA**  **Ability to create information relevant to different audiences and to formulate & negotiate changes & new initiatives within organisational structures.** |
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| **SECTION 4 - SIFTING INFORMATION** |
| **ESSENTIAL CRITERIA**  **Political sensitivity and a demonstrable ability to recognise, influence and manage the communications and public relations consequences of sensitive issues** |
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| **SECTION 4 - SIFTING INFORMATION** |
| **ESSENTIAL CRITERIA**  **Proven track record of successfully managing staff and budgets** |
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| **SECTION 4 - SIFTING INFORMATION** |
| **ESSENTIAL CRITERIA**  **Ability to understand and analyse basic statistical information such as sport performance measures** |
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| **SECTION 4 - SIFTING INFORMATION** |
| **DESIRABLE CRITERIA**  **Master’s Degree or equivalent qualification in Public Policy and Public Affairs, Communications, Marketing or a similar relevant discipline** |
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| **DESIRABLE CRITERIA**  **Demonstrable experience of successfully delivering high profile research and/or innovation projects.** |
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| **SECTION 4 - SIFTING INFORMATION** |
| **DESIRABLE CRITERIA**  **Demonstrable experience of implementing successful initiatives to deliver significant cultural and/or organisational change to improve operational performance** |
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| **DESIRABLE CRITERIA**  **Ability to prioritise work and work to tight deadlines.** |
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| **SECTION 5 - DECLARATION AND SIGNATURE** |
| The statements given by me on this application are to the best of my knowledge and belief true. I understand that deliberate falsification of factual information may prejudice my application or lead to an offer of appointment being withdrawn.  **Signature:**       **Date:** |
| Data Protection Act/GDPR  Your information will be held and managed in accordance with the Data Protection Act/GDPR policies and procedures, including those relating to retention and disposal. The information will be used only for the purposes of this recruitment competition, and will only be shared with any relevant third parties with the explicit permission and assurance of Sport NI HR. |
| Application Submission  All completed application should be sent to [recruitment@sportni.net](mailto:recruitment@sportni.net) before the closing time and date.  All received applications will be acknowledged by Sport NI. |

**EQUAL OPPORTUNITIES MONITORING QUESTIONAIRE – Confidential**

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| **Gender, Marital and Family Status & Age** | | | | | | |
| **Please tick as appropriate:** | | | | | | |
| Gender | Male |  | Female |  |  | |
|  |  |  |  |  |  |  |
| Marital Status | Married |  | Not Married |  |  | |
|  |  |  |  |  |  |  |
| Family Status | With Dependants |  | Without Dependants |  |  | |
| Age | 18-29  30-41  42-53  54-60  61 + | | | |  | |
| Date of Birth: | | | | | | |

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| **Race & Nationality** | | | | |
| **Please tick the box appropriate to you:** | | | | |
| White |  | Of Black African Origin |  |  |
|  |  |  |  |  |
| Of Black Caribbean Origin |  | Of Bangladeshi Origin |  |  |
|  |  |  |  |  |
| Of Chinese Origin |  | Of Indian Origin |  |  |
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| Of Pakistani Origin |  | Of Other Group |  |  |
|  |  |  |  |  |
| Of Mixed Ethnic Group |  | Irish Traveller Community |  |  |
| My Nationality is: | | | | |

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| **Community Background** | | |
| **Please indicate your community background by ticking the appropriate box below:** | | |
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| I have a Protestant community background |  |  |
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| I have a Roman Catholic community background |  |  |
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| I have neither a Protestant nor a Roman Catholic community background |  |  |

**Please do not alter the format of this form**

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| **Disability** | | | | | | | | | |
| **Please tick as appropriate:** | | | | | | | | | |
| Do you consider yourself to have a disability? | | | Yes |  | No |  |  | | |
|  | | | | | | | | | |
| If you have answered “Yes”, please complete the remaining section. | | | | | | | | | |
| Do any of the disabilities or conditions listed below have a substantial and long term adverse effect on your ability to carry out normal day to day activities? | | | | | | | | | |
| Hearing Impairment |  | Physical Co-ordination Difficulties | | | | | |  |  |
|  |  |  | | | | | |  |  |
| Visual Impairment |  | Reduced Physical Capacity | | | | | |  |  |
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| Speech Impairment |  | Learning Difficulties | | | | | |  |  |
|  |  |  | | | | | |  |  |
| Mobility Impairment |  | Mental Illness/Mental Health Difficulty | | | | | |  |  |
| Are there reasonable adjustments that we could make as part of our recruitment process that would enable you to enjoy equality of opportunity in getting a job/working with us? | | | | | | | | | |

To ensure confidentiality, the questionnaire will be given an identifying number and only the monitoring officer will be able to match this number with your name. Your name should not be written on the questionnaire. The monitoring information collected will be used to measure the effectiveness of our equal opportunities policy, determine the extent to which we promote equality of opportunity and fair participation and will assist us to develop and review positive/affirmative action policies

**SPORT NI IS AN EQUAL OPPORTUNITIES EMPLOYER**