

**Application Form – Head of Economics – Senior Executive Officer Grade**

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| **PERSONAL DETAILS** | |
| **Surname:** | **First name(s):** |
| **Address:** | **Phone:** **Email:** |
| Are you an Irish/EEA Citizen? Yes/No If no, are you eligible to work in Ireland? | How did you hear about this post? |

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| **Notes for Applicants:**   1. All sections of the application form must be completed, incomplete applications will not be considered for shortlisting. 2. Application forms will not be reviewed if the “Applicant Declaration and Consent” is not signed 3. Applications should be typed and submitted in PDF format to [recruitment@housingagency.ie](mailto:recruitment@housingagency.ie). 4. Applications will not be accepted under any circumstances after the closing date and time. 5. Canvassing by or on behalf of the applicant will automatically disqualify. 6. All information must be provided on the formal application form. Additional information such as CVs, references, and certificates should not be attached to this form. 7. Please refer to the **'Job Specification & Additional Information document** on our websitefor further information on this position.   **Closing date for receipt of applications – Monday 16th of June 2025 at 12 noon** | |
| 1. **APPLICANT DECLARATION AND CONSENT** | |
| All information provided in this application is, to the best of my knowledge true and correct.  I understand that should any of the particulars furnished in this application be found to be false or inaccurate, action may be taken to withdraw any offer of employment.  I confirm that I have read The Housing Agency’s Privacy Notice available on The Housing Agency’s website and understand how my data will be processed by The Housing Agency for the purposes of this job application. | |
| **Name:** | **Date:** |

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| 1. **RECENT EMPLOYMENT** - Please detail below, in date order, starting with your current role, full particulars of all employment between the date of leaving college and the present date. **No period between those dates should be unaccounted for.** Please add new records as required. | | | |
| **EMPLOYER**  (Name & address) | **POSITION including Grade Held**  Brief description of duties and achievements | **DATES**  **FROM / TO** | **REASON FOR LEAVING** |
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| **EMPLOYER**  (Name & address) | **POSITION including Grade Held**  Brief description of duties and achievements | **DATES**  **FROM / TO** | **REASON FOR LEAVING** |
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| **EMPLOYER**  (Name & address) | **POSITION including Grade Held**  Brief description of duties and achievements | **DATES**  **FROM / TO** | **REASON FOR LEAVING** |
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Please attach additional pages if required.

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| 1. **EDUCATION** | | | |
| **Qualification including Grade of Result Obtained** | **Academic Institution/ College** | **Course (including Level in the National Framework of Qualifications)** | **Year** |
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| 1. **PROFESSIONAL MEMBERSHIPS/ASSOCIATIONS** |
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| 1. **REFEREES** - Please provide details of two Referees who are known to you, one must be from your current employer, if you are not currently in employment, please provide details of your most recent employer. Contact details must be provided for the Head of HR in your organisation.   (Referees will not be contacted unless an offer of employment has been made) | |
| **Referee No. 1** | **Referee No. 2** |
| Name: | Name: |
| Address: | Address: |
| Contact Number: | Contact Number: |
| Email address: | Email address: |
| Relationship to you: | Relationship to you: |

**COVER LETTER / PERSONAL STATEMENT**

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| **Please provide a short cover letter/personal statement (no more than 500 words) outlining why you wish to be considered for this post and where you believe your skills and experience meet the requirements of the post.** |
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**COMPETENCY ASSESSMENT**

In the following sections, you are asked to describe some of your personal achievements to date that demonstrate certain skills and abilities which have been identified as necessary for the position of **Head of Economics** - **Senior Executive Officer Grade.**

In no more than 200 words in the space provided under each competency briefly set out what you consider to be a good example of how you demonstrated your ability in each of these areas. Your example should include a brief description of the nature of the task/problem, which demonstrated the skill required and the outcome.

Please try not to use the same example to illustrate your answer repeatedly.

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| **Leadership and Strategic Direction -** Leads the team, setting high standards, tackling any performance problems & facilitating high performance (inspires trust, clarifies purpose, aligns systems and maintains talent and plans actions) . Contributes to the shaping of The Housing Agency’s 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 relevant Departments and Agencies |
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| **Analysis and Decision Making –** Research issues thoroughly, consulting appropriately to gather all information needed on an issue.  Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data) . Integrates diverse strands of information, identifying inter-relationships and linkages . Makes clear, timely and well-grounded decisions on important issues.  Considers the wider implications of decisions on a range of stakeholders.  Takes a firm position on issues s/he considers important. |
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| **Management and Delivery of Results** – Takes responsibility for challenging tasks and delivers on time and to a high standard.  Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances.  Ensures quality and efficient customer service is central to the work of the function. Looks critically at issues to see how things can be done better.  Is open to new ideas, initiatives and creative solutions to problems.  Ensures controls and performance measures are in place to deliver efficient and high value services.  Effectively manages multiple projects. |
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| **Building Relationships and Communication** – Presents information in a confident, logical and convincing manner, verbally and in writing. Encourages open and constructive discussions around work issues.  Promotes teamwork within the section, but also works effectively on projects across Departments/Sectors. Maintains poise and control when working to influence others.  Instils a strong focus on Customer Service in his/her area.  Develops and maintains a network of contacts to facilitate problem solving or information sharing. Engages effectively with a range of stakeholders, including members of the Public, Public Service Colleagues, and the political system. |
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| **Drive and Commitment** - Consistently strives to perform at a high level. Demonstrates personal commitment, maintaining determination and persistence. Is personally trustworthy and honest, 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. |
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| **Specialist Knowledge, Expertise and Self Development -** Knowledge of housing, and housing related issues is desirable. Develops and maintains skills and expertise relevant to his/her field. Maintains a strong focus on self-development, seeking feedback and opportunities for growth. Identifies and keeps up to date with key organisational, sectoral, national and international developments, particularly in relation to housing. |
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| **ADDITIONAL INFORMATION**  Please provide any additional information that you deem relevant to your application |
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