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| Recruitment for Project Manager - Met ÉireannDEPARTMENT OF HOUSING, LOCAL GOVERNMENT AND HERITAGE |

Application form should be typed.

Completed application forms should be emailed to Recruitment@met.ie

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| Section 1 – Personal Details |

|  |  |
| --- | --- |
| Name |  |
| **E-mail address\*** |  |
| **Phone number** |  |

\*Note: All correspondence relating to this competition will issue by email. Applicants should provide an email address at which they can be contacted for the duration of the competition.

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| Section 2 – Academic/Professional Record |

## Academic and/or Professional Qualification

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| **Qualification Held** | **Grade****Awarded** | **NFQ level (if applicable)** | **School, University, College or Examining Authority** | **Year****Obtained** |
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| Section 3 – Employment Details |

**Employment History** (Begin with current/most recent employment and include all employments)

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| ***Period*** | **Employer** | **Role** |
| **From** | **To** |
|  |  |  |  |
| **Responsibilities and Key Achievements**  |
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| --- | --- | --- |
| ***Period*** | **Employer** | **Role** |
| **From** | **To** |
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| **Responsibilities and Key Achievements**  |
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| ***Period*** | **Employer** | **Role** |
| **From** | **To** |
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| **Responsibilities and Key Achievements**  |
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| ***Period*** | **Employer** | **Role** |
| **From** | **To** |
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| **Responsibilities and Key Achievements**  |
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| ***Period*** | **Employer** | **Role** |
| **From** | **To** |
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| **Responsibilities and Key Achievements**  |
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| Section 4 – Training & Development Record |
| **Date** | **Training & Development Event (starting with most recent event)** |
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| Section 5 – Key Experience and Competency Framework |

**Candidates are requested not to exceed the specified word count**

**Please review the information provided in the Candidate Information Booklet thoroughly before completing this section.**

In this section, you have the opportunity to describe some of your personal achievements to date that demonstrate certain skills and proficiencies identified as necessary for this role. If you are invited for interview, the Interview Board will explore with you, in detail, the information you have provided, with particular reference to situations you have described, the actions you took, your rationale for your actions and the relevance of your experience to the requirements of the Project Manager role. They may also question you regarding your breadth of experience and other relevant evidence of achievement.

Having read the Competency Framework for the Role of Project Manager (AP Grade) and thought about the demands of the role, you are required to demonstrate **specific evidence** of achievement and strengths, which you consider make you particularly suitable for the position. The competencies which apply to the Met Éireann Project Manager role are:

* + Leadership
	+ Judgment, Analysis and Decision Making
	+ Management and Delivery of Results
	+ Interpersonal and Communication Skills
	+ Specialist knowledge, Expertise & Self Development
	+ Drive & Commitment to Public Service Values

**The Competency Framework is outlined in Appendix 1 of the Candidate Information Booklet.**

For each competency area you are required to complete two sections:

1. In the first section you should **summarise your experience relevant to the Project Manager role** under the competency heading;

1. In the second section, you should **provide one example that illustrates your competency relevant to the Project Manager role** under the heading, by describing the background/nature of the task/operation/problem/objective, your specific involvement and contribution to the outcome.

**Please refer to the Candidate Information Booklet for description of key duties and the general role and responsibilities of an officer serving at Project Manager level.**

Candidates should note that there is a **strict** word limit in each of these sections and candidates may be penalised for exceeding this limit.

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| **Leadership** |
| **Summarise your experience to date relevant to the Project Manager role under this competency heading (Maximum 200 words)** |
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| **(b) Describe one example that illustrates your competency relevant to the Project Manager role under this heading, describing the background/nature of the task/operation/ problem/objective, your specific involvement and contribution to the outcome (Maximum 200 words)** |
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| **Judgment, Analysis and Decision Making** |
| **Summarise your experience to date relevant to the Project Manager role under this competency heading (Maximum 200 words)** |
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| **(b) Describe one example that illustrates your competency relevant to the Project Manager role under this heading, describing the background/nature of the task/operation/ problem/objective, your specific involvement and contribution to the outcome (Maximum 200 words)** |
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| **Delivery of Results** |
| **Summarise your experience to date relevant to the Project Manager role under this competency heading (Maximum 200 words)** |
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| **(b) Describe one example that illustrates your competency relevant to the Project Manager role under this heading, describing the background/nature of the task/operation/ problem/objective, your specific involvement and contribution to the outcome (Maximum 200 words)** |
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| **Interpersonal and Communication Skills** |
| **Summarise your experience to date relevant to the Project Manager role under this competency heading (Maximum 200 words)** |
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| **(b) Describe one example that illustrates your competency relevant to the Project Manager role under this heading, describing the background/nature of the task/operation/ problem/objective, your specific involvement and contribution to the outcome (Maximum 200 words)** |
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| **Specialist Knowledge, Expertise and Self Development** |
| **Summarise your experience to date relevant to the Project Manager role under this competency heading (Maximum 200 words)** |
|  |
| **(b) Describe one example that illustrates your competency relevant to the Project Manager role under this heading, describing the background/nature of the task/operation/ problem/objective, your specific involvement and contribution to the outcome (Maximum 200 words)** |
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| **Drive & Commitment to Public Service Values** |
| **Summarise your experience to date relevant to the Project Manager role under this competency heading (Maximum 200 words)** |
|  |
| **(b) Describe one example that illustrates your competency relevant to the Project Manager role under this heading, describing the background/nature of the task/operation/ problem/objective, your specific involvement and contribution to the outcome (Maximum 200 words)** |
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| References |
| **Referee Information** |
| **Name** | **Organisation and Position Held** | **Relationship to you** | **Contact Details** |
|  |  |  | Phone:Email: |
|  |  |  | Phone:Email: |
|  |  |  | Phone:Email: |
| Do you require notification before your referees are contacted? Please Tick | Yes | No |
| **At least one referee should be current or a former employer from within the past five years.**  |

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| **Where did you hear about this opportunity?** |
| Met.ie |  |
| Publicjobs.ie |  |
| Irishjobs.ie |  |
| Social Media Ads |  |
| Other (please indicate below) |  |
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| **Candidate’s Declaration** |

I confirm that the above information I have supplied is correct.

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|  | **Signed** | **Date** |
| **Candidate** |  |  |

Please ensure that you have provided all of the information for which you have been asked. A candidate found to have given false information or to have wilfully suppressed any material fact will be liable to disqualification or, if appointed, to dismissal.

Please note that all personal data shall be treated as confidential in accordance with the Data Protection Acts, 1988 and 2003 Please note that all personal data shall be treated as confidential in accordance with the Data Protection Acts, 1988 and 2003 and the terms of the EU General Data Protection Regulation. A Privacy Statement is included as a separate Appendix.