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| Competition for Director of Policy and External Affairs (Principal Officer) in the Maritime Area Regulatory Authority (MARA) |

Candidates must clearly outline on their application forms how their qualifications and experience meet each competency to ensure equality of opportunity for all applicants:

* All Sections / Questions in this document must be completed in full. **Curriculum Vitaes submitted will not be accepted or considered.**
* Application forms should be completed in no smaller than size 10 font.
* Applications should only be submitted by email to [**MARA@osborne.ie**](mailto:MARA@osborne.ie)in PDF format with the subject line ‘**Director of Policy and External Affairs (Principal Officer)**’.
* Applications by post will not be accepted.
* If you have a disability and this precludes you from completing this application form and/or submitting it by the closing date, please contact HR at [**MARA@osborne.ie**](mailto:MARA@osborne.ie)for alternative arrangements and/or reasonable adjustments.
* Please read the job description (see candidate information booklet) which provides useful information about the requirements of this post.
* Responses in excess of the 250-word limit, late or incomplete applications will not be considered.
* In order to be considered for this post, candidates must submit this completed application form **on or before 5.00pm on Monday 3rd February. Late applications will NOT be accepted.**

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| Personal Details |

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| Name: |  | |
| Surname: |  | |
| **Title:**  Mr, Ms, Miss, Other (Please specify) |  | |
| **E-mail Address: \*** |  | |
| **Address:** |  | |
| **Telephone:** |  | |
| **Please indicate if proficient in the Irish Language:** | Yes | No |

\* 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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| Cover Letter/Personal Statement |
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| Academic and / or Professional and Other Qualifications |

**Please start the list with your most recent qualification**

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| **Degree / Qualification Held** | **Grade Awarded / Level Achieved** | **University, College or Awarding Authority** |
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| **Membership of Professional Bodies (If Applicable)** | |
| **Professional Body** | **Level of Membership and Membership Number** |
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| Employment Details |

## EMPLOYMENT HISTORY (Most recent first)

**Please copy and paste the blank table to include additional employment records as necessary**

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| **Employer Name** |  | | |
| **Employer Address** |  | | |
| **Position** |  | | |
| **Start Date**  (Day, Month and Year) |  | **End Date**  (Day, Month and Year) |  |
| **Brief Summary of Role**  (Max 200 words) |  | | |
| **Staff reporting to you (numbers and grades):** |  | | |
| **Reason for Leaving** |  | | |

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| --- | --- | --- | --- |
| **Employer Name** |  | | |
| **Employer Address** |  | | |
| **Position** |  | | |
| **Start Date**  (Day, Month and Year) |  | **End Date**  (Day, Month and Year) |  |
| **Brief Summary of Role**  (Max 200 words) |  | | |
| **Staff reporting to you (numbers and grades):** |  | | |
| **Reason for Leaving** |  | | |

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| --- | --- | --- | --- |
| **Employer Name** |  | | |
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| **Position** |  | | |
| **Start Date**  (Day, Month and Year) |  | **End Date**  (Day, Month and Year) |  |
| **Brief Summary of Role**  (Max 200 words) |  | | |
| **Staff reporting to you (numbers and grades):** |  | | |
| **Reason for Leaving** |  | | |

Additional **Details**

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| **Interview Arrangements**  Please provide details of any special arrangements in relation to either communications or access which you may require if invited to interview: |
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**In the following section, we ask you to describe some of your personal achievements to date that demonstrate certain skills and abilities which have been identified as necessary. The skills and abilities are indicated in the headings of questions on the following pages.**

**Please do not use the same example to illustrate your answer to more than 2 questions.**

**Please note all questions must be answered.**

**Competencies**

**For each of the competency areas below, please briefly highlight specific achievements, contributions or expertise you have developed from your career to date which clearly demonstrate your suitability to meet the challenges of the role of Director of Policy and External Affairs in MARA. It is important you review each of the Principal Officer competencies and the essential requirements outlined in the booklet and use them when answering below:**

**IMPORTANT NOTE: - No more than 250 words for each answer are permitted. The font size should be no smaller than font size 10, and any word count greater than 250 will be redacted prior to the form being submitted to the interview board**

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| **Specific examples should be used to demonstrate experience.**  **Building Future Readiness** |
| **1. Briefly highlight specific achievements, contributions or expertise you have developed from your career to date which clearly demonstrate your suitability to meet the challenges of the role under this competency heading** |
| **2. Describe one example that illustrates your competency under this heading.** |

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| **Specific examples should be used to demonstrate experience.**  **Leading and Empowering** |
| 1. **Briefly highlight specific achievements, contributions or expertise you have developed from your career to date which clearly demonstrate your suitability to meet the challenges of the role under this competency heading.** |
| **2. Describe one example that illustrates your competency under this heading.** |

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| **Specific examples should be used to demonstrate experience.**  **Evidence Informed Delivery** |
| **1. Briefly highlight specific achievements, contributions or expertise you have developed from your career to date which clearly demonstrate your suitability to meet the challenges of the role under this competency heading.** |
| **2. Describe one example that illustrates your competency under this heading.** |

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| **Specific examples should be used to demonstrate experience.**  **Communicating and Collaborating** |
| **1. Briefly highlight specific achievements, contributions or expertise you have developed from your career to date which clearly demonstrate your suitability to meet the challenges of the role under this competency heading.** |
| **2. Describe one example that illustrates your competency under this heading.** |

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| **Meets the Right to Work criteria as detailed in the Candidate Information Booklet** | **Tick as applicable:    Yes:   \_\_\_                                       No: \_\_\_** |

**Notes**

Before you return the form please ensure that you have completed **all sections** of it and that you have completed the declaration below. The onus is on candidates to establish eligibility in this application form.

* Please do not forward any certificates or references with this form.
* Misstatements or canvassing will render an applicant liable to disqualification.
* The personal data supplied by you on this application form will be stored on computers and will be used only for the purposes registered under the Data Protection Acts, 1988, 2003 and 2018.

**Declaration**

I hereby declare that the information given in this form is correct and give my permission for enquiries to be made to establish such matters as age, qualifications, experience and character and for the release by other people or organisations of such information as may be necessary to MARA for that purpose. This may include enquires from past/present employers. The submission of this application is taken as consent to this. I hereby acknowledge that any information supplied by me during the application process may be made available to the employing authority.

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| **Name:** |  |
| **Date:** |  |