**Graphical user interface

Description automatically generated with medium confidence**

In order to be considered for this post, candidates must submit this completed **signed** application form by email to [epa@cpl.ie](mailto:epa@cpl.ie) before **4.00pm on Monday 26th August 2024**.

Please read the Candidate Information Booklet which provides relevant information about the requirements of this post.

This form***must be fully completed in type Calibri Font 12.*** Written applications will not be considered**.**

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| **Post Name: General Administrator – Programme Officer II (Level 4)** |
| **Post Number: 000431** |

| **Section 1 – Personal Details** | |
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| **Applicant Surname**  **Section 1 – Personal Details** |  |
| **Applicant Forename** |  |
| **Phone Number** |  |
| **Email Address** |  |
| **Address** |  |

**Section 2 - Education**

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| **Section 3 - Education** |

Education including academic, professional, or technical qualifications **(most recent first)**. Please give the title of thesis/dissertation if applicable. Include the NFQ level where applicable. Please check the NFQ website [www.nfq.ie](http://www.nfq.ie)

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| **Date obtained and**  **Full Title of Degree(s) and Qualification(s) held and**  **NFQ Level.** | **Grade obtained (e.g., 1, 2.1, 2.2, Pass, etc.)** | **University, College, School, or Examining Authority** | **Duration** | |
| **From** | **To** |
| **DATE:**    **TITLE:**  **NFQ Level:** |  |  |  |  |
| **DATE:**    **TITLE:**  **NFQ Level:** |  |  |  |  |
| **DATE:**    **TITLE:**  **NFQ Level:** |  |  |  |  |

**Section 3 - Employment History *(Please list all but only give summary of responsibilities for those relevant to the job)***

| **Section 4 - Employment History *(Please list all but only give summary of responsibilities for those relevant to the job)*** | | | |
| --- | --- | --- | --- |
| **Employer Name** |  | | |
| **Employer Address** |  | | |
| **Position** |  | | |
| **Start Date (Day, Month and Year)** |  | **Duration in months** |  |
| **Briefly summarise main responsibilities of the role**  **(Max 300 words)** | *[Only give details if experience relevant to the job you are applying for]* | | |
| **Reason for leaving** |  | | |

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| **Employer Name** |  | | |
| **Employer Address** |  | | |
| **Position** |  | | |
| **Start Date (Day, Month and Year)** |  | **Duration in months** |  |
| **Briefly summarise main responsibilities of the role**  **(Max 300 words)** | *[Only give details if experience relevant to the job you are applying for]* | | |
| **Reason for Leaving** |  | | |

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| --- | --- | --- | --- |
| **Employer Name** |  | | |
| **Employer Address** |  | | |
| **Position** |  | | |
| **Start Date (Day, Month and Year)** |  | **Duration in months** |  |
| **Briefly summarise main responsibilities of the role**  **(Max 300 words)** | *[Only give details if experience relevant to the job you are applying for]* | | |
| **Reason for Leaving** |  | | |

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| **Section 5: Relevant Experience Requirements** |

**Section 4 – Relevant Experience Requirements**

Please consider carefully the information provided in the Candidate Information Booklet before completing this section. Candidates must clearly outline on their application forms how their qualifications and experience meet each of the essential and desirable requirements.

In this section candidates are asked to summarise their **technical/specialist/administrative skills and work experience** most relevant to the role.

Candidates are required to b*riefly highlight specific key achievements, specialist knowledge, contributions or expertise that you have developed over your career to date and to p*rovide examples of **achievements** in these areas where specified and outline how you feel you will add value in the role in the EPA. Recent relevant experience is required.

Candidates must fully demonstrate each of the selection criteria. Where an example is specified you are asked to describe a situation from your own experience, which you think is the best example of what you have done and which best demonstrates the experience/skill required. It is essential that you outline how you demonstrated the experience/skill/knowledge/competency in question.

For each example you provide in the following section:

1. Briefly describe the background/nature of the task/problem/situation.
2. What you actually did to demonstrate the skill/experience.
3. The outcome or result of the situation.
4. How this experience will add value in the role in the EPA.

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| **Section 4 - Essential Criteria**  **Criteria No. 1 - A relevant degree (NFQ Level 8) and a minimum of 3 years relevant work experience**  **or**  **Leaving Certificate (or equivalent) plus a minimum of six years relevant work experience demonstrated in a similar office-based role and previous experience working to deadlines and effectively prioritising tasks. (A PLC or similar business/ administration at NFQ level 6/7 course can be used in lieu of one/two year(s) work experiences).**  **(Max 150 words – please note only the first 150 words will be considered as part of the application)** |
| **Details of a relevant qualification should be demonstrated in Section 2 – Education - of this application form.  Please outline, at high level, your relevant work experience and duration to meet the above criteria.** |

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| **Section 4 - Essential Criteria**  **Criteria No. 2 - Demonstrated relevant work experience in a similar role/office environment which must include the following:**  **a. Excellent organisational, administrative skills and the ability to prioritise and meet deadlines and displaying strong attention to detail.**  **b. A proven track record of adopting an innovative approach to work, identifying opportunities to improve processes.**  **c. Demonstrated strong ICT skills with an excellent working knowledge of Microsoft Office (Excel, Word, Outlook) and ability to learn new systems**  **Specific example(s) should be used to demonstrate this experience.**  (Max 500 words – please note only the first 500 words will be considered as part of the application) |
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| **Section 4 - Essential Criteria**  **Criteria No. 3 - Proven track record managing/ leading teams to delivering projects as part of a high-performance team.**  **Specific example(s) should be used to demonstrate this experience.**  (Max 250 words – please note only the first 250 words will be considered as part of the application) |
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| **Section 4 - Essential Criteria**  **Criteria No. 4 - Excellent verbal and written communication skills, including experience in the preparation and presentation of management information and reports.**  **Specific example(s) should be used to demonstrate this experience.**  (Max 250 words – please note only the first 250 words will be considered as part of the application) |
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| **Section 4 - Essential Criteria**  **Criteria No. 5 - Excellent interpersonal skills with a proven track record in building effective working relationships with stakeholders both internally and externally.**  **Specific example(s) should be used to demonstrate this experience.**  (Max 250 words – please note only the first 250 words will be considered as part of the application) |
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| **Section 5 - Desirable Criteria**  **Criteria No. 1 - Previous experience in analysing and updating policies and procedures, corporate guidelines in a regulatory role or Government Agency.**  **Specific example(s) should be used to demonstrate this experience.**  (Max 250 words – please note only the first 250 words will be considered as part of the application) |
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| **Section 6 - General Information**  **Section 6 - General Information** | |
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| **Do you have the right to work within the European Union (EU)?** |  |

**Section 7 – Referees (minimum of two required – please note that referees sought will include your current employer and your next most recent employer)**

**Note: We will not contact your referees unless an offer of appointment has been made.**

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| **Name/Position** | **Nature of Relationship** | **Phone Number** | **E-mail Address** |
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**Section 8 - Reasonable Accommodation**

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| **Section 8 - Reasonable Accommodation** |
| If you have a disability and this precludes you from completing this application form and/or submitting it by the closing date, please contact Human Resources at [epa@cpl.ie](mailto:epa@cpl.ie) for alternative arrangements and/or reasonable adjustments |

**Section 9 - Declaration**

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| **Before you return the form, please ensure that you have competed all the relevant sections.**  I hereby declare that I have read and fulfil all of the requirements in the Candidate Information Booklet and confirm that all information provided in this application is true and correct.  Please be aware that should any of the information provided in this application be found to be false, misleading, or inaccurate in any material way, the EPA reserves the right to withdraw any offer of employment made to you or, if you have already commenced employment when this is discovered, to terminate your employment.  I give my permission for enquires to be made to establish such matters as qualifications, experience, character and for the release by other people or organisations of such information as may be necessary to the Environmental Protection Agency for that purpose. This includes enquiries from past/present employers. The submission of this application is consent to this.  Canvassing will disqualify. | |
| **Signature\*** |  |
| **Name** |  |
| **Date of submission** |  |

**\*A typed signature may be used.**