**Application Form**

**Executive Officer - Mediation**

Notes for Applicants:

1. Please complete each section of the form, **typed application forms would be preferred.**
2. All information will be treated with the strictest confidence.
3. All sections of this form should be completed in full. Curriculum Vitae will not be reviewed either as a substitute or in addition to this form.
4. Candidates who do not demonstrate the required Specialist Knowledge as detailed in the job description and Part 1 of the Competency Assessment section of this application form will not be progressed further for consideration.
5. Candidates should note that the information in the application form will play a central part in the short-listing process. The decision to include you on the short-list of candidates going forward to the next stage of the process will be determined based on the information you supply at this stage. The information may be discussed in more depth, should you be called to interview

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| **Name** |  |
| **Residential Address** |  |
| **Email Address** |  |
| **Please confirm Email address** |  |
| **Phone Number**  |  |

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| **Academic, Professional or Technical Qualifications:**  |
| Year obtained and full title of Qualification/Degree(s) held | Subjects taken in final examination: | University, College or Examining Authority  |
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Please detail below, in date order (**starting with your current role**), full particulars of all employment (including any periods of unemployment (between the date of leaving school or college and the present date.)

No period between these dates should be unaccounted for. You may add new records as required

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| **Employment Record**  |
| Name and address of employer  |
| Title of position held: |  |
| Dates of employment: | From: To: |
| Description of main responsibilities: |
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| Name and address of employer  |
| Title of position held: |  |
| Dates of employment: | From: To: |
| Description of main responsibilities: |

**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 successful candidate for the position of Executive Office on PIAB’s Mediation Team.

In the spaces below, briefly set out what you consider to be good examples of how you have demonstrated your ability in each of the areas 1 to 5. Your examples should include a brief description of the nature of the task/problem, which demonstrates the skill required and the outcome.

You should structure your answers under the various sections on the page ensuring that you provide specific information about what you have achieved.

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

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| 1. **Specialist Knowledge, Expertise and Self-Development**

**Please note, that candidates who do not demonstrate the required experience in this section, will not be progressed further:****Some of the Executive Officer’s duties will be to take responsibility for:*** Diary management of mediation appointments between claimants, respondents and mediators.
* Supporting the management of the Panel of Mediators Panel Service Level Agreements, including payment to panel members.
* Analysing and preparing responses to issues, queries, correspondence etc.
* Ensuring records and files are managed in an organized and logical manner.

**In the space below please demonstrate your relevant practical and transferable experience in an administrative function to show that you can complete these tasks.**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| 1. **Teamwork**

The successful candidate will demonstrate an ability to work co-operatively within and across PIAB and Mediation Panel and PIAB’s stakeholders to achieve the Board’s goals in a respectful manner. The successful candidate will be required to demonstrate a team-oriented approach to all work, and to display diplomacy and courtesy when interacting with others.In the space below, please give an example(s) of a situation which demonstrates that you possess these skills: |
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| 1. **Analysis and Decision Making**

The successful candidate will require an ability to focus on their work demonstrating a strong attention to detail in all their tasks when dealing with PIAB’s Mediator Panel Members, Claimants, Respondents and other Stakeholders. They will always demonstrate an ability to maintain confidentiality, use sound judgement, and perform independently.In the space provided below please demonstrate your practical experience in this area.  |
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| **4) Delivery of Results** The successful candidate will require a strong competence in organisational and administrative skills.In the space below please demonstrate practical examples of your transferable skills of excellent task management, planning and organisational ability to work on multiple projects concurrently and adapt to changing and conflicting priorities.  |
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| 1. **Interpersonal & Communication Skills**

Effective communication internally and externally is the ability to communicate with others in a manner that conveys the key messages and is appropriate to the audience. Effective communication will lead to the high quality and accessible service of the Board.The successful candidate must show an ability to effectively communicate, both verbally and in writing with colleagues, Mediation Panel Members and PIAB’s Stakeholders. In the space below, please give an example of a situation which demonstrates that you possess these skills. |
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1. Please provide a short (i.e., no more than 500 words) cover letter/personal statement outlining why you wish to be considered for the post and where you believe your technical skills and experience meet the requirements as outlined in the job description for the position of Executive Officer on PIAB’s Mediation Team.

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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, experience, absence rates, qualifications and character and for the release by other people of such information as may be necessary to the Selection Panel of the Personal Injuries Assessment Board. The submission of this application is taken as consent to this.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PIAB is an equal opportunities employer**

Please return this completed application form to careers@piab.ie **12noon local time on Tuesday, 30th May 2023**