**Key Achievements Form Higher Executive Officer, Mediation**

**Name:**

Having read the detail of the job and thought about the demands of the role, for each of the areas below, please briefly *(max 250 words for each)* highlight specific achievements, contributions or expertise you have developed during your career to date which clearly demonstrate your suitability to meet the challenges of the role.

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| **Specialist knowledge, expertise, and Self Development*** **The HEO will assist in the establishment and development of the** Mediation service and relevant processes and procedures in PIAB. The ideal candidate will do many tasks on their own initiative and display competence in managing a large case load, liaising with and managing third parties and working to statutory time limits.

Please detail your experience in designing, implementing, quality-assuring and reviewing processes and procedures in a relevant area |
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| **Team Leadership** Please detail your experience in managing/mentoring staff and influencing internal and external stakeholders – in particular please detail any experience relating to the development of new services.  |
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| **Management and Delivery of Results** Your example should demonstrate excellent task management and organisational skills with a proven background of planning and prioritisation in a pressurised administrative environment. Please detail your experience in managing processes or caseloads where there were strict deadlines such as statutory timelines.  |
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| **Interpersonal and Communication Skills** Please detail your experience in writing reports of a technical nature\reports for a senior management team.  |
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| **Judgement, Analysis & Decision Making** Please detail your experience in analysing information from relevant sources to inform business decisions.  |
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Please return your completed Key Achievements Form with a comprehensive Curriculum Vitae (CV) , (See CV Guidance note-Appendix 2 of the candidate information book) and a short cover letter/ personal statement (i.e., no more than 750 words) outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the Higher Executive Officer on PIAB’s Mediation Team to careers@piab.ie by 12noon, (local time) on Tuesday, 30th May 2023.