# LABOUR RELATIONS AGENCY

## APPLICATION FORM FOR CHAIR APPLICATION

Given the current COVID 19 restrictions it would be preferable if completed application forms could be emailed to pau@economy-ni.gov.uk, however if this is not possible hard copy completed applications can be posted to DfE, Public Appointments Unit, Netherleigh, Massey Avenue, Belfast, BT4 2JP.

**The deadline for receipt in all cases is Noon on Thursday 19th November 2020.**  It is the responsibility of the applicant, taking into account their chosen method of delivery, to ensure that sufficient time is allowed for their application to arrive with the Department on or before the deadline. **Late applications will not be accepted.**

Please contact the Department as soon as possible if you need an application form in an alternative format or if you have any queries**.**

Tel: 028 9052 9492 (Janet McCrum) TextRelay: 18001 028 9052 9492

Tel: 028 9052 9282 (Yvonne Green) TextRelay: 18001 028 9052 9282 or

Please note that we are operating the Guaranteed Interview Scheme in this competition for applicants with a disability.

**IT IS IMPORTANT THAT ALL SECTIONS OF THE APPLICATION FORM ARE FULLY COMPLETED.** Applicants should be aware that, if successful, some of the information supplied will be placed in the public domain.

### PERSONAL DETAILS

**Title:**

**Forename:**

**Surname:**

**Address for correspondence:**

**Postcode:**

**Email Address:**

**Contact phone number(s):**

**National Insurance Number:**

### TWO TERM RESTRICTION (See para 36 of the Information Pack)

Have you previously served as a Labour Relations Agency Chair?

[ ]  Yes [ ]  No

If Yes, please indicate dates: From: DD/MM/YYYY To: DD/MM/YYYY

### Guidance note on criteria-based selection and advice on completion of application forms

You are expected to demonstrate your ability to meet the criteria by way of practical examples. The Selection Panel will reach a decision on whether or not you meet the criteria on the basis of the evidence you supply. **It is not sufficient to simply list your duties and responsibilities.** **The Panel will not make assumptions from the title of your post or the nature of the organisation as to the skills and experience gained.** The onus is on you to provide sufficiently detailed examples to demonstrate that you have the experience of putting into use the competences that are needed for the post.

The Department wishes to recognise less traditional career patterns and experiences such as community involvement or voluntary work, as well as those experiences found within the employment field. Therefore, in your application form, you may use examples from your working or personal life, e.g. part-time activities or leisure activities, including any voluntary or community work you are or have been involved in. Though not time bound, examples must demonstrate the relevance of your experience and competence to today’s economic environment.

Make sure you take full advantage to provide practical evidence and examples of how you feel you are suitable for this appointment. **It is strongly recommended that you read the enclosed Public Appointment Guide which contains guidance on the completion of criteria-based application forms.**

The strength and quality of the evidence you provide will be considered by the selection panel to assess how well you meet the criteria and whether your application should proceed to the next stage of the selection process. It will also be used by them to assess you at the interview stage should you be offered an interview.

Many people are not used to writing about themselves or describing what they have achieved as opposed to what the team has done, however, **it is your unique role the selection panel is interested in.** The key is to give the reader specific information about how well you meet the criteria for appointment. The following model may help you to structure your examples and express them in a logical manner:

**Situation: Briefly outline the situation**

**Task: What was your objective? What were you trying to achieve?**

**Action: What did you actually do? What was your unique contribution?**

**Result: What happened? What was the outcome? What did you learn?**

Below are some points to bear in mind:

* use actual examples describingyour role or contribution, rather than ‘how you would do something’;
* avoid statements that describe personal beliefs or philosophies;
* if possible, quantify/qualify your accomplishments;
* avoid jargon – if it is necessary to use jargon or technical terms, explain them;
* typed or word processed applications are preferable;
* if completing in manuscript, please ensure your copy is legible.

**Important:**

There is a maximum word count of **400 words** per criterion, with the exception of **Criterion 1 which has a maximum word count of 500.** Anything over and above that will be redacted by the PAU Admin team and not seen by the selection panel.

**Do not include any tables, graphs or images.**

On the following pages you are asked to provide evidence which demonstrates how you meet the criteria. Applicants need to complete a total of four criteria.

### FOR ADMIN PURPOSES

**Please highlight how you became aware of this Opportunity?**

[ ]  Newspaper

[ ]  DfE mailshot

[ ]  DfE website

[ ]  Social media: [ ]  Facebook [ ]  LinkedIn [ ]  Twitter

[ ]  HSENI website

[ ]  NI Direct website

[ ]  Other website called

[ ]  By word of mouth

[ ]  The Executive Office “All Aboard” Ezine

[ ]  Libraries NI

At an event called:

Elsewhere:

### Criterion 1

***Please provide an example(s) which demonstrates your e*xtensive experience of the practice of employment relations and a clear understanding of current employment relations issues in Northern Ireland** - From an employee, employer, legal or academic perspective. Including insight into social and economic trends and related implications for policy and legislation).

**Please refer to the examples of the types of evidence the selection panel will be looking for in Annex B of the information pack.**

**3500 Characters / 500 words Maximum**

### Criterion 2

***Please provide an example(s) which demonstrates your e*xtensive experience in analysing and determining complex issues, and making sound decisions/providing sound advice based on balanced judgment** - Making decisions and solving problems in a team and organisational environment.

**Please refer to the examples of the types of evidence the selection panel will be looking for in Annex B of the information pack.**

**2800 Characters / 400 words Maximum**

### Criterion 3

***Please provide an example(s) which demonstrates from personal experience your* excellent leadership and communication skills** - Leading, developing and maintaining good working relationships to achieve results. Displaying a range of skills in interacting with colleagues and networking with key stakeholders.

**Please refer to the examples of the types of evidence the selection panel will be looking for in Annex B of the information pack.**

**2800 Characters / 400 words Maximum**

### Criterion 4

***Please provide an example(s) which demonstrates from personal experience your ability to* think strategically and of Corporate Governance** - making asignificant contribution to the strategic direction, corporate governance (including risk management), and culture of an organisation.

**Please refer to the examples of the types of evidence the selection panel will be looking for in Annex B of the information pack.**

**2800 Characters / 400 words Maximum**

### Additional Information

Please declare below if you have ever been convicted of any offence (other than minor motoring offences) which is not spent in accordance with the Rehabilitation of Offenders (NI) Order 1978 or if any charges are outstanding; been adjudged bankrupt or made a composition or arrangement with your creditors over the past 10 years; been dismissed from any office or employment over the past 10 years; been disqualified from acting as a company director or in the conduct of a Company; been a director, partner or manager of a company which has gone into liquidation, receivership or administration.

[ ]  Yes [ ]  No

If yes, please provide details:

### Public Appointments currently held

**A.**

**Sponsor Department:**

**Name of Public Body:**

**Position held:**

**Term of Office:**

**B.**

**Sponsor Department:**

**Name of Public Body:**

**Position held:**

**Term of Office:**

**C.**

**Sponsor Department:**

**Name of Public Body:**

**Position held:**

**Term of Office:**

**D.**

**Sponsor Department:**

**Name of Public Body:**

**Position held:**

**Term of Office:**

### Conflicts of Interest

***It is important that you read the CPANI leaflet 'Complaints and Conflict of Interest Information Guidance' before completing this section. See also paragraphs 31 & 32 of the Information Pack and the Annex referred to therein.***

Have you, or your immediate family, any interests which might be construed as being in conflict with the appointment for which you have applied, and might, in future, be raised in public?

[ ]  Yes [ ]  No

If yes, please provide details:

*Note: Any potential conflict of interest detailed above may not prevent you from being called for interview but may, if appropriate, be explored with you at the time to establish how you would address the issue should you be successful in your application.*

### Declaration

I have read the CPANI leaflet 'Complaints and Conflict of Interest Information Guidance' and have completed Section 7 of this form accordingly. I understand that, if appointed, I must raise with the DFE Permanent Secretary or Minister any probity or conflict of interest issue that might arise during my term of appointment and that my failure to do so could lead to my appointment being terminated.

I have read the information pack and understand my responsibilities in relation to any statutory disqualifications and public appointments which apply. I declare that the information I have given in support of my application is true and complete to the best of my knowledge. I understand that, if I am appointed and the information I have provided is incorrect, or any of the statements made in this declaration are untrue, or subsequently circumstances arise at any time before the end of my term of office which would render any such statements untrue, then my tenure of office may be terminated.

I understand and accept that the information I have provided will be processed in accordance with Data Protection legislation, for the purposes of making public appointments. That this may involve disclosing information to other Government Departments, the Commissioner for Public Appointments, Northern Ireland and anonymously in response to Parliamentary/Assembly Questions and other enquiries. I also understand and accept that, if appointed, my name will be published in the public domain.

**Signed:**       **Date:** DD/MM/YYYY

(**Block capitals):**

### Guaranteed Interview Scheme (GIS)

The aim of the GIS is to provide applicants with a disability the opportunity to demonstrate their abilities beyond the initial application stage. Applicants with a disability who meet or exceed the pass-mark set for the criteria at the sift stage will automatically be offered an interview. Their application will not be subjected to any short-listing which may take place.

Declaring a disability for the purpose of qualifying for the GIS is your decision and is entirely voluntary.

To be eligible for the GIS you must be considered as disabled under the Disability Discrimination Act 1995 which defines a person with a disability as someone who has, or has had in the past, a physical or mental impairment which has had a substantial long-term adverse effect on your ability to carry out normal day to day activities. This includes sensory impairments, people who have had a disability in the past even though they are no longer disabled, people whose disability is likely to last for twelve months or rest of their life, and people whose condition is likely to progress or recur. Severe disfigurement is also acknowledged as a disability.

### Declaration

**I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme. I understand that a false declaration of a disability in order to obtain an interview will invalidate my application.**

**Signed:**       **Date:** DD/MM/YYYY

(**Block capitals):**

### EQUAL OPPORTUNITIES MONITORING FORM – PUBLIC APPOINTMENTS

The NICS is committed to ensuring that all eligible persons have equal opportunity for public appointments on the basis of their ability and aptitude for the role. Monitoring is carried out to help us ensure that our processes and procedures promote equality of opportunity as far as possible. We would be very grateful if you could help by completing and returning this monitoring form as part of your application. **The information you provide in this monitoring form will be held separately detached from the information on the application form, and the information you provide will not be available to selection panels or to anyone else involved in the selection process.** The information will be analysed independently by staff in the Northern Ireland Statistics and Research Agency, and will be treated in strict confidence.

**Please provide your national insurance number:**

**Are you?**

[ ]  Male [ ]  Female

**What is your date of birth?**

DD/MM/YYYY

**Are you married or in a civil partnership?**

[ ]  Yes [ ]  No

**The Disability Discrimination Act (1995) defines disability as “a physical or mental impairment which has a substantial and adverse effect on a person’s ability to carry out normal day to day activities”. In these terms, do you consider yourself to have a disability?**

[ ]  Yes [ ]  No

**What is your sexual orientation?**

[ ]  Heterosexual/Straight

[ ]  Gay/lesbian

[ ]  Bisexual

[ ]  Other

**What is your ethnic group?**

[ ]  White

[ ]  Chinese

[ ]  Irish Traveller

[ ]  Indian

[ ]  Pakistani

[ ]  Bangladeshi

[ ]  Black Caribbean

[ ]  Black African

[ ]  Black Other

[ ]  Mixed ethnic group (Please write in)

[ ]  Any other ethnic group (Please write in)

**What is your community background?**

[ ]  I have a Protestant community background

[ ]  I have a Roman Catholic community background

[ ]  I have neither a Protestant nor a Roman Catholic community background

**Do you have personal responsibility for the care of a child, or children, a person with a disability or a dependent older person? Please select all that apply.**

[ ]  No dependants

[ ]  Child/children (under 18)

[ ]  Disabled child/children (Under 18)

[ ]  Disabled adult (18 and over)

[ ]  Older person/people (65 and over)

### ADDITIONAL INFORMATION

**Which sector would you consider best reflects your employment history over the course of your career?**

[ ]  Private Sector

[ ]  Civil Service

[ ]  Other Public Sector

[ ]  Voluntary Sector

[ ]  Other (please write in):

**What is your highest level of educational attainment?**

[ ]  No Qualifications

[ ]  GCSE/ O-level or equivalent

[ ]  A-level or equivalent

[ ]  Degree or higher