

**Monitoring Ref: (Invest NI use only):**

**Executive Officer II**

**(EO/25)**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

As part of our hybrid working approach a minimum of two days will be worked from the base office location with the remainder of the week working from home. Currently we are recruiting for vacancies at our Belfast HQ, there may also be future vacancies across the Regional Office Network. Please select any suitable base locations below.

Belfast HQ

Craigavon

* Omagh

Ballymena

Londonderry

Newry



**Applicants must clearly outline on their application forms how their experience meets each of the essential criteria.**

**To ensure equality of opportunity for all applicants:**

* The criteria boxes must **not** be extended to supplement answers. Invest NI reserves the right to reject applications that are illegible.
* CVs or any other supplementary material in addition to completed application forms will not be accepted.
* Applications should be completed in Arial size 10 font.
* Incomplete applications will not be considered.
* Please note the monitoring form is regarded as part of your application and should be completed and returned with your application form. Invest NI is an Equal Opportunities Employer.
* If you have a disability as defined by the Disability Discrimination Act 1995 (and any subsequent amendments) and this precludes you from completing this application form and / or submitting it by the closing date, please contact Invest NI’s Human Resources Department on Tel: 028 9069 8665 or for alternative arrangements and / or reasonable adjustments.

**We can only accept applications online via email. Please return completed form to:** [monitoringeo@investni.com](mailto:monitoringeo@investni.com)

If you are calling using Text Relay from outside the UK please call: +44 151 494 1260 028 90698021.

When submitting your completed application form electronically, you must ensure that it is sent via email as an attachment (either as a PDF or Microsoft Word document only). Forms sent via any other online method or converted into any other digital format, or which Invest NI deems unsafe to open, will not be accepted.

Completed application forms must be received no later than **12 noon GMT on Friday 28th February 2025.**

Applications received after this time and date will not be considered.

**Invest NI is an Equal Opportunity Employer**

**Personal Details**

|  |  |
| --- | --- |
| Full Name – Forename and Surname (Please also indicate the name by which you wish to be addressed) | |
|  | |
| Address | Mobile Number |
|  |  |
| E-Mail Address |
|  |

**Career History**

Please outline your career history, beginning with the most recent.

|  |  |  |
| --- | --- | --- |
| Current employer | Type of Organisation and Sector | |
|  |  | |
| Your role | Reporting to | Employment dates |
|  |  |  |
| In **bullet point format,** please outline the key responsibilities of the role. | | |

|  |  |  |
| --- | --- | --- |
| Previous employer | Type of Organisation and Sector | |
|  |  | |
| Your role | Reporting to | Employment dates |
|  |  |  |
| In **bullet point format** please outline the key responsibilities of the role. | | |

|  |  |  |
| --- | --- | --- |
| Previous employer | Type of Organisation and Sector | |
|  |  | |
| Your role | Reporting to | Employment dates |
|  |  |  |
| In **bullet point format** please outline the key responsibilities of the role. | | |

|  |  |  |
| --- | --- | --- |
| Previous Employer | Type of Organisation and Sector | |
|  |  | |
| Your role | Reporting to | Employment dates |
|  |  |  |
| In **bullet point format** please outline the key responsibilities of the role. | | |

**Selection Criteria**

Candidates should refer to the criteria contained in Information for Applicants pack which are deemed essential for the post they are applying for.

To assist in the completion of the application form, the following key points should be considered.

* The shortlisting panel will not make assumptions from the title of the applicant’s post or the nature of the organisation as to the skills and experience gained, and it is not appropriate simply to list the various posts that an applicant has held.
* In each section, candidates should provide evidence through **specific examples** to illustrate how they meet the particular experience, understanding, knowledge and qualities sought in the criteria. Responses should make reference to the applicant’s specific role, objective, contribution and the outcome.
* Candidate responses therefore must clearly explain how the evidence provided demonstrates their experience against the criteria.
* **Candidates are reminded that the allocated space for responses must not be extended to supplement answers**
* **Application forms which do not provide the necessary detailed information in relation to the knowledge, skills and experience required will be rejected.**

**All applicants are required to provide a response to Selection Criteria 1 and 2.**

|  |
| --- |
| **QUALIFICATIONS** |
| I possess 5 GCSEs/O Levels at Grades A - C (or equivalent qualifications**\***) including English Language **Yes /No** (please delete as appropriate) |

**Candidates are reminded that the allocated space for responses must not be extended to supplement answers.**

|  |
| --- |
| **Criterion 1. Please detail your recent relevant experience (to meet either 1 year or 2 years’ experience) in an administrative role with experience in all of the areas listed below. In your response, you must specify the relevant dates and your duties.** |
| 1. ***Producing a range of high level administrative work.*** 2. ***The proficient use of word processing, spreadsheet and email IT packages in order to prepare formal and professional documents in a work context.*** 3. ***The provision of accurate information in a professional manner in order to deliver high quality customer service.*** |

**Candidates are reminded that the allocated space for responses must not be extended to supplement answers.**

|  |
| --- |
| **Criterion 2. Please provide an example of how you successfully managed and co-ordinated multiple tasks. In your response, you should outline how you met deadlines and ensured compliance with quality standards.** |
|  |

**Additional Information**

|  |  |
| --- | --- |
| Current/Most Recent Salary |  |
| Bonuses Payable |  |
| Substantial benefits |  |
| Notice Period |  |

**Referees**

Please supply details of two work related referees. One should be your current (most recent if unemployed) employer. You should have reported to both referees.

|  |  |
| --- | --- |
| Name | Name |
| Role | Role |
| Tel No | Tel No |
| Nature of Relationship | Nature of Relationship |
| Email address: | Email address: |

**Please outline any specific requirements for participation in interview / assessment and any dates of unavailability.**

**Declaration**

I declare that the foregoing particulars are complete and correct to the best of

my knowledge and belief.

I consent to Invest NI organising for a Criminal Record Check to be carried out

by Access NI if my application for this post is successful.

I have completed and returned the monitoring form which is regarded as part of

my application.

**Signed:**

**Date:**

**Applications must be emailed to** [**monitoringeo@investni.com**](mailto:monitoringeo@investni.com)**.**

**When submitting your application electronically, ticking the boxes above will be taken in lieu of signature.**

**Please note:**

**When submitting your application form via email, you should receive an automated response from** [**monitoringeo@investni.com**](mailto:monitoringeo@investni.com) **confirming receipt of your email. If you do not receive this automated response within 24 hours, please contact a member of the Human Resources Team on 028 9069 8021 to confirm receipt.**

**Warning:** Any candidate found to have knowingly given false information, or to have wilfully suppressed any material fact will be liable to disqualification, or if appointed, to dismissal.

Completed application forms must be received no later than **12 noon GMT on Friday 28th February 2025.** Applications received after this time and date will not be considered.