###### **InterTradeIreland logo**

###### **Application Form**

###### **JOB TITLE: Innovation Programme Manager**

###### **REFERENCE: ITI/IE/IPM/09/23**

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| Notes – Please read before completing the application form |

* Applicants should submit this form only; supplementary material such as CV’s will not be considered.
* You should use this form to highlight relevant and appropriate experience given the essential and desirable criteria outlined in the job description.
* Application forms should be completed by **typing** in Calibri 12.
* **Candidates are ADVISED THAT the allocated space for responses must not be extended to supplement answers.**
* Please return your completed form to Human Resources by email: [recruitment@intertradeireland.com](mailto:recruitment@intertradeireland.com)
* Completed application forms must be returned by **Monday 2nd October 2023 @ 5.00 PM**

**PART A:**

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| **1. Personal Details** |

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| **Title** | **First Name** | **Last Name** |
| Enter your title | Enter your first name | Enter your last name |

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| **Address for Correspondence** | **Contact Details**  **(Please note that we will use your email address as the primary method of correspondence)** |
| Enter your address | Home Phone Number: Enter your home phone number  Mobile Phone Number: Enter your mobile phone number  Email Address: Enter your email address |

**PART B:**

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| **2. Education and qualifications** |

##### **Please list all relevant secondary education qualifications obtained:**

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| --- | --- | --- | --- |
| **Qualification** | **Subject** | **Grade** | **Date Obtained** |
| Enter qualification | Enter subject | Enter grade | Enter date obtained |

##### **Please list all relevant Further and Higher qualifications obtained:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution Name** | **Qualification/Field of Study** | **Grade** | **Date Obtained** |
| Enter institution name | Enter qualification / field of study | Enter grade | Enter date obtained |

**Training and Professional Qualifications:**

Please list all relevant training and professional qualifications obtained:

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Title** | **Qualification/Field of Study** | **Grade** | **Date Obtained** |
| Enter course title | Enter qualification / field of study | Enter grade | Enter date obtained |

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| **3.Employment History** |

This section should contain an outline of your career in the last 10 years, starting with your current/most recent employment. Please continue on a separate sheet if required.

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| --- | --- | --- | --- |
| **Employer Name/Nature of Organisation** | **Position Held** | **Dates held position**  ***(from and to)*** | **Career Narrative**  ***(key duties, reporting structure, staff responsibilities etc.)*** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **4. Information for Shortlisting** |

In this section we would like you to provide information which will aid the shortlisting process. In each of the following sections please state how you meet the particular experience, understanding, knowledge and qualities sought, giving a least one example from your **work experience and specifying dates as appropriate.**

Please ensure this section of the form is completed fully and thoroughly to aid selection decision making and that you have referred to the information provided in the Job Description and Person Specification when providing your answers. **allocated space must not be extended to supplement answers.**

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| **Essential Criteria**  ***A 3rd level, or equivalent, professional qualification (please detail below qualification, grade and date achieved).*** |
| Click or tap here to enter text. |

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| **Essential Criteria**  ***Please demonstrate evidence of a minimum of 3 years’ management experience in business support OR in business development OR in the development and application of innovation or technology. (Please ensure that you provide specific dates to demonstrate 3 years experience and key duties of your role)*** |
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| **Essential Criteria**  ***Please demonstrate, by example, your proven track record of successfully developing and delivering complex work projects detailing***   * ***Why and how you initiated the project*** * ***How you established the performance milestones and targets for the project*** * ***How you established and built the budget. (please include details of budget size)*** * ***Your approach to delivery of the project including how your monitored attainment of KPIs and budget control*** * ***Your approach to project closure.*** |
| Click or tap here to enter text. |

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| **Essential Criteria**  ***Please demonstrate, by example, a minimum of 3 years’ experience of proactively managing and effectively leading a team of direct reports with details of your approach to planning and organising their work to achieve results within tight deadlines. (please include specific dates to demonstrate 3 years and size of team)*** |
| Click or tap here to enter text. |

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| **Desirable Criteria**  ***A post graduate qualification in a discipline related to the duties of the post e.g., business, economics, science & technology, or innovation.*** |
| Click or tap here to enter text. |

**PART C:**

This information will be treated in the strictest confidence and will not form part of your application.

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| **5. Additional Information** |

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| **Current/most recent salary:** | Click or tap here to enter text. |
| **Length of Notice**: | Click or tap here to enter text. |

This post will require travel on an occasional basis across the island and individuals must have access to a suitable form of transport to meet the requirement of the job.

The work may also require some evening and weekend working.

**Please indicate whether you meet these requirements**:

Travel/Transport Requirement: **Yes  No**

Evening/Weekend Working: **Yes  No**

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| **Where did you hear about this vacancy?**  Click or tap here to enter text. |

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| 6. Declaration |
| I confirm to the best of my knowledge that the information provided by me on this application form are true and accurate. I understand that the deliberate falsification of information may prejudice my application or lead to an offer of appointment being withdrawn.  **I understand that all information supplied on this application form will be kept strictly confidential and will only be used for the purpose of selection and administration.**  Signature: insert name here  Date: select date from dropdown |