

Monitoring Ref: (Invest NI use only)

**TECHNOLOGY EXECUTIVE (TE/20)**

**APPLICANT NAME:**

**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 no smaller than Arial size 10 font.
* Incomplete applications will not be considered.
* Applications by fax are not acceptable unless by prior agreement with HR.
* 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.
* Please note that the Job Applicant Privacy Notice is regarded as part of your application and therefore the Declaration Section of this application form should be completed. Failure to do so will prevent Invest NI from being able to process the information contained in your application form and Invest NI will have to make a decision on whether or not to recruit you in the absence of that information.
* 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 8640 or for alternative arrangements and / or reasonable adjustments.

**Please return completed form to:**

The Monitoring Officer

Invest NI

Human Resources Team

Bedford Square

Bedford Street

BELFAST

BT2 7ES

Contact number: (028) 9069 8640

Text Relay: 18001 9069 8640

If you are calling using Text Relay from outside the UK please call: +44 151 494 1260 028 9069 **8640**

Alternatively you can email your application to: monitoringofficer@investni.com

If you are 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**

**6 March 2020**.

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

Invest NI is an Equal Opportunity Employer

**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Title (Mr/Mrs/Ms etc.) | Surname | Forename(s) (Please underline name by which you are known) |
|  |  |  |
| Address | Home Tel No | Work Tel No |
|  |  |  |
|  | E-Mail Address |
|  |  |
| Postcode | Do you hold a current full driving licence? (YES/NO) | Do you have the use of a vehicle for business purposes **OR** have access to a form of transport which will enable you to meet the requirements of the post in full? (YES/NO) |
|  |  |  |

**EDUCATION & QUALIFICATIONS**

Secondary level and further and higher education.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Type of School/College/University attended | Subject | Examinations Passed |
| Level | Grade | Date |

**Membership of professional institutions/associations**

**CAREER HISTORY**

Please outline your career to date beginning with the most recent. Please provide details of any other employment by continuing on a separate sheet if necessary

|  |  |  |
| --- | --- | --- |
| Name of Current Employer  |  Nature of Organisation and Business Sector | Approximate Annual Turnover and Headcount |
|  |  |  |
| Title of Position(s) Held | Job Title of Line Manager(s) | Dates (Month and Year)From -To |
|  |  |  |
| Principal Duties of Post(s) Held  |

|  |  |  |
| --- | --- | --- |
| Name of Previous Employer  |  Nature of Organisation and Business Sector | Approximate Annual Turnover and Headcount |
|  |  |  |
| Title of Position(s) Held | Job Title of Line Manager(s) | Dates (Month and Year)From -To |
|  |  |  |
| Principal Duties of Post(s) Held and Reasons for Leaving |

|  |  |  |
| --- | --- | --- |
| Name of Previous Employer  |  Nature of Organisation and Business Sector | Approximate Annual Turnover and Headcount |
|  |  |  |
| Title of Position(s) Held | Job Title of Line Manager(s) | Dates (Month and Year)From -To |
|  |  |  |
| Principal Duties of Post(s) Held and Reasons for Leaving |

|  |  |  |
| --- | --- | --- |
| Name of Previous Employer  |  Nature of Organisation and Business Sector | Approximate Annual Turnover and Headcount |
|  |  |  |
| Title of Position(s) Held | Job Title of Line Manager(s) | Dates (Month and Year)From -To |
|  |  |  |
| Principal Duties of Post(s) Held and Reasons for Leaving |

**SELECTION CRITERIA**

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

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.**

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

1. **Please demonstrate using specific example(s) your recent technical management experience within a Life and Health Sciences based business area within at least one of the following areas;**
	1. **Research and Development**
	2. **Technology Projects**
	3. **Technology/Knowledge transfer**

*In your response you should outline the business area you worked in, the responsibilities you had, the activities you undertook and the impact of your work.*

1. **Please demonstrate using specific example(s) your recent experience of analysing technical and business/financial information and presenting recommendations to senior management in a business environment.**

*In your response you should make reference to both the technical and business/financial information you analysed; what analysis you undertook; how you ensured the integrity of the information; how you presented your recommendations; how you ensured the information you presented was understood; and the impact of your work.*

**MOBILITY**

Invest NI is aware that some people with disabilities may not be able to hold a current full driving licence. If you do not possess a current full driving licence or do not have the use of a vehicle for business purposes, please demonstrate how you can fulfil the mobility requirements for the post for which you are applying.

**Other Relevant Information**

 Include any other information, which you believe is relevant to your application for this post

**Referees**

Please supply details of two referees, which should normally be work related, and at least one of which should be your current (most recent if unemployed) manager/supervisor and have knowledge of your present work.

|  |  |
| --- | --- |
| Name  | Name  |
| Position  | Position  |
| Address | Address |
| Tel No  | Tel No  |
| Nature of Relationship | Nature of Relationship |
| Email address: | Email address: |

**Interview Arrangements**

*Please indicate if you require any special arrangements or are unavailable on any of the interview dates*

**Additional Information**

|  |  |
| --- | --- |
| Current/Most Recent Salary |  |
| Date of last salary increase | Date next increase due | Bonuses Payable |
|  |  |  |
| Substantial benefits |  |
| Length of Notice |  |

**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 A Access NI if my application for this post is successful.**

**I confirm that I have read the enclosed Job Applicant Privacy Notice and understand what personal data Invest NI will hold about me and how that personal data is to be collected and used during and after the recruitment process.**

**If you wish to submit your application electronically, ticking the boxes above will be taken in lieu of signature.**

Signed

Date

**Applications can be emailed to** **monitoringofficer@investni.com****. Please see page 2 for information on acceptable formats of electronic submission.**

**Please note: If you choose to submit your application form via email, you should receive an automated response from monitoringofficer@investni.com confirming the 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 8640 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 **12:00 Noon GMT on Friday 6 March 2020.** Applications received after this time and date will not be considered.



 **MONITORING FORM**

 **To be completed by all applicants.**

|  |  |  |
| --- | --- | --- |
| TE/20       | Personal ReferenceNumber Monitoring Ref: (Invest NI use only) |       |

**PLEASE NOTE THE ATTACHED MONITORING FORM IS REGARDED AS PART OF YOUR APPLICATION AND SHOULD BE RETURNED WITH YOUR APPLICATION FORM.**

The information you are asked to provide will be treated in strictest confidence and protected from misuse. It will be used only for the purpose of monitoring our Equality of Opportunity in Employment Policy.

Date of Birth:

**Please indicate the community to which you belong by ticking the appropriate box:**

I am a member of the Protestant community: [ ]

I am a member of the Roman Catholic community: [ ]

I am neither a member of the Protestant nor Roman Catholic community: [ ]

**Please indicate your ethnic group by ticking one or more of the following:**

African [ ]  Bangladeshi [ ]  Chinese [ ]

Caribbean [ ]  Indian [ ]  Irish Traveller [ ]

Pakistani [ ]  White [ ]  Mixed Ethnic Group [ ]

**Please indicate your sex by ticking the appropriate box below:**

I am female: [ ]

I am male: [ ]

Please state which District Council Area you reside in:

Please state how you became aware of the vacancy.

**Advertising Effectiveness**

To allow Invest NI to assess the effectiveness of its Recruitment channels, please indicate how you became aware of this vacancy.

Please tick as appropriate:

Belfast Telegraph: [ ]

Newsletter: [ ]

Irish News: [ ]

nijobfinder.co.uk: [ ]

Invest NI web site: [ ]

DEL: [ ]

Other (please specify)

**Disability:**

Under the Disability Discrimination Act 1995 (and any subsequent amendments) a person is considered to have a disability if he/she has a physical or mental impairment which has a substantial and long–term adverse effect on his/her ability to carry out normal day to day activities. Please note that it is the effect of the impairment, without treatment, which determines if an individual meets the definition of disability,

Do you consider that you meet this definition of disability?

Yes [ ]  No [ ]

If yes, please state the type of disability

Mental Health Disability [ ]

Learning Disability [ ]

Physical Disability [ ]

Are there reasonable adjustments that we could make that would enable you to enjoy equality of opportunity in getting a job/ working with us?

**MONITORING NUMBER (Invest NI use only)**

 **Health Declaration**

 Following the introduction of the Disability Discrimination Act 1995 (and any subsequent amendments), employers must ensure that employment practices are not discriminatory and that reasonable adjustments are made to the workplace to overcome the effects of disability. In order to help us in this process, applicants must provide the following information, but in doing so should also be aware that answering “yes” to any of the following questions does not necessarily exclude them from the competition, but may require them to provide further information.

|  |
| --- |
| 1. Do you suffer from any medical condition or disability which:1. may prevent your regular attendance at work, or your ability to give effective

service over a period of up to one year? Yes [ ]  No [ ]   If yes, please give details:       (b) may have a health and safety implication for carrying out the job for which you are being considered, e.g. fits, fainting attacks, blackouts or epilepsy? Yes [ ]  No [ ]   If yes, please give details:      2. Have you been retired on medical grounds from employment? Yes [ ]  No [ ]   If yes, please give details:       |

**Please note that Invest NI may require you to undergo a medical examination to seek further information.**