

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

**Stakeholder Engagement Manager (SEM/21)**

**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 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 8319 or for alternative arrangements and / or reasonable adjustments.

**Please return completed form to:**

Due to the current Covid-19 circumstances, we can only accept applications online via email. Please return completed forms to: monitoringofficer@investni.com

If you are calling using Text Relay from outside the UK please call: +44 151 494 1260 02890 8319.

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 BST on Friday 6th August 2021.**

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 |
|  |  |
| Email Address |
|  |
| Do you hold a current full driving licence **and** do you have the use of a vehicle for business purposes**or**Do you have access to a form of transport which will enable you to meet the requirements of the post in full? **Please provide details below.** |

**Qualifications / Professional Memberships**

**Qualifications**

**Membership of professional institutions/associations**

**Career History**

Please outline your **recent** career history.

|  |  |
| --- | --- |
| 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 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.**

**Criteria –** Experience of stakeholder engagement/partnership management, including developing and implementing engagement strategies and action plans.

**Question –** Please give recent examples of when you developed and implemented a stakeholder engagement strategy or action plan. What was the objective, what did you do and what was the outcome?

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

**Criteria –** Strong communication (verbal and written) and presentation skills, coupled with experience of delivering complex messages to diverse audiences using a range of channels.

**Question –** Using specific examples, please outline your experience of analysing complex issues and communicating the resulting messages to a diverse audience group. What steps did you take, what channels did you use and how did you monitor success/impact?

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

**Criteria –** Experience of managing projects and successfully delivering associated outcomes.

**Question –** Using specific examples, please detail your experience of managing projects successfully. What were you responsible for, how did you manage successfully, and what outcomes did you deliver?

**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 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. [ ]

**Signed:**

**Date:**

**Applications must be emailed to** **monitoringofficer@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 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 8319 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 BST on Friday 6th August 2021**

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



**Monitoring Form For SEM/21**

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

**Please note the attached monitoring form is regarded as part of your application and should be completed and 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:**

|  |
| --- |
|  |

**Community Background**

Regardless of whether they actually practice religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

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

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: [ ]

**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 gender by ticking the appropriate box below:**

Woman: [ ]

Man: [ ]

**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: [ ]

LinkedIn [ ]

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?

Please specify:

**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:
2. may prevent your regular attendance at work, or your ability to give effective service over a period of up to one year?

Yes: [ ]  No: [ ]

(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: [ ]

1. Have you been retired on medical grounds from employment?

Yes: [ ]  No: [ ]

 If yes please provide details:

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