

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

**Head of Regional Business (HORB/25) – Grade 6**

**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.
* 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 028 9069 8319 for alternative arrangements and / or reasonable adjustments.

**Please return completed form to:** [monitoringofficer@investni.com](mailto:monitoringofficer@investni.com)

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 7th 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 |
|  |
| **Do you possess a full current driving licence and access to a motor vehicle (Criteria 5)?**  **Please note that consideration will be given to alternative travelling proposals in respect of applicants who have a disability and cannot hold a driving licence. If this applies to you, please indicate below how you will meet this criterion.**  **Please provide details below.** | |
|  | |

**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. | | |

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| --- | --- | --- |
| 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

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 thorough **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 1:*** Experience in developing long term strategic relationships with multiple customers/stakeholders/partners at a senior level with proven experience in leading complex negotiations to a successful conclusion.  ***Using a specific example, please provide evidence of your experience in developing long-term strategic relationships at a senior level and how you have delivered a successful outcome.*** |
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**Candidates are reminded that the allocated space for responses must not be extended to supplement answers**

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| ***Criteria 2:*** Significant experience in economic development with a comprehensive understanding of the challenges faced by businesses of all sizes in seeking to access growth opportunities.  ***Using specific examples, please outline your experience in the area of economic development which demonstrates your understanding of challenges faced by businesses seeking to grow and what solutions/ recommendations you suggested or implemented.*** |
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**Candidates are reminded that the allocated space for responses must not be extended to Supplement answers.**

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| ***Criteria 3****.* A successful track record of leading and managing staff to deliver a high standard of service to customers to achieve significant business objectives.  ***Using specific examples, please provide evidence of how you have led and managed staff to deliver a high standard of service to customers, achieving a significant business objective and the impact on the organisation.*** |
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**Candidates are reminded that the allocated space for responses must not be extended to Supplement answers.**

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| ***Criteria 4****.* Significant experience of managing budgets within clear corporate governance guidelines.  ***Using specific examples, please provide evidence of how you have managed a budget including the size of the budget, your areas of budgetary responsibility, and how you managed the budget within corporate governance guidelines.*** |
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**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: |

# Interview / assessment requirements

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| --- |
| **Outline any specific requirements for participation in interview.** |
|  |
| **List any dates which you are not available for interview.** |
|  |

# Declaration

**Please tick or confirm ‘Yes’ to indicate you accept the following:**

|  |  |
| --- | --- |
| 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 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 |  |
| I have completed and returned the monitoring form which is regarded as part of  my application |  |

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

|  |  |
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| **Signed:** |  |
| **Date:** |  |

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| You must submit your application form and equal opportunities monitoring form via email to [**monitoringofficer@investni.com**](mailto:monitoringofficer@investni.com) |

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| **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. |