

**Application Form**

**For Selection for Appointment to the Rank of Superintendent in the Garda Síochána 2023**

**Section A – Personal Details, Education and Career**

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| **First Name** |  |
| **Last Name** |  |
| **Candidate number** |  |
| **Contact Number\*** |  |
| **E-Mail Address\*** |  |
| **Organisation in which currently employed** |  |
| **Current Rank** |  |
| **Date appointed to current rank** |  |
| **Date of appointment to Inspector** |  |
| **Employer Identification Number** |  |
| **Please specify if you require any special facilities or other reasonable accommodations for any aspect of the selection process e.g. wheelchair access, sign interpreter etc.** |  |
| **Please specify any dates on which you are not available should you be called for interview** |  |

**\*Candidates should note that these contact details will be used for communication in relation to the selection competition.**

**Deadline for receipt of completed application forms is 3pm on Monday 21 August 2023**

**Educational Qualifications**

Please list the **key** educational and training qualifications (***no more than six***) that you believe are of **most relevance** to your application for this position, including Academic, Professional or Technical (starting with the most recent):

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| **Year in which qualification was obtained** | **Title of Qualification i.e. name of Masters/Degree etc.** | **Grade Obtained (e.g. Pass; Honours; 2.2; 2.1; 1; etc.)** | **School, College, University or Examining Authority** |
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**Employment Details**

Give a ***brief*** overview of all previous employment (starting with the most recent).

***Please ensure that you do not exceed 200 words in any section below. The inclusion of footnotes in this section of the application form is not permitted and will not be considered by the Selection Board.***

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| **From:** **(month, year)****To: (month, year)** | **Employing Organisation** | **Rank and Position held (e.g. district, division, role) and location** | **Brief Description of Duties** |
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**Key Experience**

***Note: Please read this section carefully as it contains important information regarding how to complete your application form.***

Applicants should carefully consider the information provided in the Candidate Information Booklet relating to the role of Superintendent before completing this section, in particular the competency framework at Appendix A. The information provided in this application form will be considered by the Selection Board during the different stages of the selection process as follows:

**Shortlisting**

The purpose of shortlisting is to identify those candidates most likely to attain the standard required at the interview stage of the competition. The Selection Board will determine an appropriate number of candidates to be called to interview, having regard to the required size of the panel in the context of the expected number of Superintendent Positions to be filled over the duration of the panel.

Initial shortlisting of candidates at Stage 1 of the competition process is based on the results of the Situational Judgement Test, following which candidates who are successful in that test will be invited to submit an application form.

In deciding whether to further shortlist candidates at Stage 2 of the competition process, the Selection Board will specifically examine information provided in the following competency areas in Section B of the application form:

* Breadth of Experience and Appreciation of the Policing Role; and
* Managing Operations and Delivering Results

The Selection Board will assess this material against the requirements for the Superintendent role set out in the Candidate Information Booklet, and such specific criteria as the Selection Board may decide, while having regard to Section A of the form for context. Qualification for the interview stage will be based on meeting the required standard in both of these competencies.

In completing Section B of the application form, candidates should ensure that they include the key experience that provides **evidence** of their competency in the two areas set out above and which they wish the Selection Board to consider in the shortlisting process.

**Interview**

At interview, the Selection Board may question candidates in detail about their experience and examples provided in **all** sections of their application, including in both Sections B and C of the application form. This will include particular reference to actions taken, the rationale for those actions and the relevance of experience to the requirements of the Superintendent role. They may also question candidates regarding other relevant evidence of achievement.

**Presentation**

Candidates will also be required to make a short presentation at interview on a topic to be advised in advance of interview. A number of presentation topics will be identified and candidates will be asked to select one topic on which to present. Candidates will be asked to submit material on their selected topic in advance of the interview. Candidates will be questioned on their presentation and their presentation will be scored, with reference to one or more specific competency areas. Candidates will be notified in advance as to which competency area(s) their presentation will be scored against. Discussion may also include questions on candidates’ experience relating to any of the competencies in the context of their presentation at interview.

**Instructions for Completion of Sections B and C of the Application Form**

Sections B and C of the application form require candidates to provide evidence which demonstrates their experience under each of the competencies as set out in the Competency Framework for the rank of Superintendent in the Garda Síochána.

The competencies that have been agreed for the Superintendent rank following consultation with the Garda Commissioner are:

* Leadership and Operational Planning;
* Managing Operations and Delivering Results;
* Judgement and Decision Making;
* Building Relationships and Communication;
* Exemplifies Public Service Values and the Policing Principles; and
* Breadth of Experience and Appreciation of the Policing Role.

**The Competency Framework, which outlines some examples of areas of application for each competency, is outlined in Appendix A of the Candidate Information Booklet.**

***Please ensure that you do not exceed 200 words in any question in sections B or C as any information in excess of this may not be considered by the Selection Board. Please note that footnotes are not permitted and will not be considered as part of a candidate’s application.***

**Section B**

In Section B of the Application form you are required to provide information in relation to the two competencies which will be specifically assessed during the shortlisting process:

* Breadth of Experience and Appreciation of the Policing Role; and
* Managing Operations and Delivering Results.

Please ensure that the experience you wish to have considered by the Selection Board during the shortlisting process is provided in this section of the form.

**Section C**

In Section C of the application form you are required to provide information in relation to the other four competencies for the Superintendent role:

* Leadership and Operational Planning;
* Judgement and Decision Making;
* Building Relationships and Communication; and
* Exemplifies Public Service values and the Policing Principles.

These four competencies will ***not*** be considered at the shortlisting stage but along with Section B may be discussed and assessed at interview.

When completing Sections B and C, candidates are required to complete two parts for each competency relating to their experience which demonstrate their readiness for the Superintendent role, as follows:

* In the first part candidates should **summarise their experience relevant to the Superintendent role** under the competency heading; and
* In the second part, candidates should **provide one example that illustrates their competency relevant to the Superintendent role** under the heading by describing the background/ nature of the task/operation/problem/objective and their specific involvement and contribution to the outcome.

Candidates are bound by the Code of Ethics for the Garda Síochána in regard to their application for this competition.

**Section B**

*(****Note****: Material provided in this section* ***will be assessed during the shortlisting process****. Please ensure that all pertinent information you wish to have considered for the purpose of shortlisting is included.)* ***Please ensure that you do not exceed 200 words in any question as any information in excess of this may not be considered by the Selection Board****.* ***The inclusion of footnotes in this section of the application form is not permitted and will not be considered by the Selection Board.***

**Breadth of Experience and Appreciation of the Policing Role**

1. Please summarise your policing experience relevant to the Superintendent role. (Maximum 200 words).

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| **Confirm word count:**  |  |

1. Describe one example that illustrates your appreciation of the policing role relevant to the rank of Superintendent, describing the background/nature of the task/operation/problem/objective, your specific involvement and contribution to the outcome. (Maximum 200 words).

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**Managing Operations and Delivering Results**

1. Summarise your experience to date relevant to the Superintendent role under this competency.
(Maximum 200 words).

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| **Confirm word count:**  |  |

1. Describe one example that illustrates your competency relevant to the Superintendent roleunder the heading, describing the background/nature of the task/operation/problem/objective, your specific involvement and contribution to the outcome. (Maximum 200 words).

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**Section C**

*(****Note****: Material provided in this section will* ***not*** *be assessed during the shortlisting process but for those candidates shortlisted for interview it may be assessed at interview.)* ***Please ensure that you do not exceed 200 words in any question as any information in excess of this may not be considered by the Selection Board****.* ***The inclusion of footnotes in this section of the application form is not permitted and will not be considered by the Selection Board.***

**Leadership and Operational Planning**

1. Summarise your experience to date relevant to the Superintendent role under this competency.
(Maximum 200 words).

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1. Describe one example that illustrates your competency relevant to the Superintendent roleunder the heading, describing the background/nature of the task/operation/problem/objective, your specific involvement and contribution to the outcome. (Maximum 200 words).

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**Judgement and Decision Making**

1. Summarise your experience to date relevant to the Superintendent role under this competency.
(Maximum 200 words).

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| **Confirm word count:**  |  |

1. Describe one example that illustrates your competency relevant to the Superintendent roleunder the heading, describing the background/nature of the task/operation/problem/objective, your specific involvement and contribution to the outcome. (Maximum 200 words).

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**Building Relationships and Communication**

1. Summarise your experience to date relevant to the Superintendent role under this competency. (Maximum 200 words).

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| **Confirm word count:**  |  |

1. Describe one example that illustrates your competency relevant to the Superintendent roleunder the heading, describing the background/nature of the task/operation/problem/objective, your specific involvement and contribution to the outcome. (Maximum 200 words).

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**Exemplifies Public Service Values and the Policing Principles**

1. Summarise your experience to date relevant to the Superintendent role under this competency. (Maximum 200 words).

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| **Confirm word count:**  |  |

1. Describe one example that illustrates your competency relevant to the Superintendent roleunder the heading, describing the background/nature of the task/operation/problem/objective, your specific involvement and contribution to the outcome. (Maximum 200 words).

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**Section D – Declaration**

I apply for the selection competition for appointment to the rank of Superintendent in the Garda Síochána in accordance with the selection process as set out in the Candidate Information Booklet.

I declare that, to the best of my knowledge and belief, all the statements contained in this form are correct.

I have read, understood and I affirm my commitment to the Code of Ethics for the Garda Síochána.

I have read and understand the terms of the selection process as set out in the Garda Síochána Act (Appointments to the ranks of Assistant Commissioner, Chief Superintendent and Superintendent) Regulations 2016 (“the Regulations”), the Candidate Information Booklet and the Policing Authority’s Statement of Practice relevant to this competition. In particular, I have read the sections relating to the prohibition on canvassing and candidates’ obligations.

I confirm that I meet the eligibility criteria as set out in the Regulations.

I understand that:

* If I am placed on the panel of candidates at the conclusion of the selection process, this does not entitle me to be appointed to a position;
* Before any candidate can be appointed by the Authority, the Regulations provide that the candidate must undertake a clearance process as required by the Authority and the Authority must be satisfied as to certain matters including a satisfactory outcome of a clearance process;
* The clearance process will include consideration of the health and character of candidates, including but not confined to criminal convictions, disciplinary sanctions, outstanding investigations and complaints and/or other relevant matters; and
* If I am selected to be on a panel, the Authority will make such enquiries as it considers necessary as part of its clearance process to satisfy itself in accordance with Regulation 12 of the Regulations prior to appointment.

Insert signature here:

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please print)

**Appendix A**

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| **Competencies for Superintendent in the Garda Síochána** |
| **Competency** | **Examples of Areas of Application:** |
| **Leadership and Operational Planning** | Has a clear vision for the operational area, prepares plans and targets which will achieve long-term goals and objectives, looking critically at issues to see how things can be done better.  |
| Leads and maximises the contribution of the team as a whole, encouraging ownership and responsibility for tasks, actively engaging co-operation to achieve objectives and ensuring the team understands the importance of their contribution to overall organisational objectives.  |
| Sets high standards, builds and sustains accountability and high levels of performance, works with the team to develop realistic objectives. |
| Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances.  |
| Is flexible, receptive to new ideas and ways of working and actively implements change. Identifies and takes opportunities to exploit new and innovative service delivery channels and encourages innovation in others.  |
| Values each member of the team and their contribution, developing capability through support, feedback, coaching and creating opportunities for development.  |
| Identifies trends in criminal activity at local level and devises interventions to combat these and to anticipate and respond to community concerns. |
| **Managing Operations and Delivering Results** | Plans and takes responsibility for delivery of objectives, managing multiple activities, projects, investigations and operations and reallocating resources to manage changes in focus.  |
| Delegates appropriately, communicates information and expectations clearly and empowers others.  |
| Manages performance, monitors progress and holds people to account for delivery. |
| Ensures that appropriate supervision is in place with systems and processes, appropriately using ICT and new delivery models, which provide quality assurance.  |
| Identifies opportunities to reduce costs and ensure maximum value for money is achieved. |
| Takes personal responsibility for setting high standards and delivering results and quality services, ensuring quality and efficient customer service is central to the work of the district. |
| **Judgement and Decision Making** | Researches issues thoroughly, consulting appropriately to gather pertinent information and critically evaluating information and intelligence. Has good local knowledge and keeps informed on changing requirements, trends and data. |
| Analyses and interprets information (in particular numerical data) and accurately and in a timely manner and identifies appropriate courses of action. |
| Anticipates consequences for all stakeholders, anticipates potential obstacles and develops contingency plans. Takes calculated risks and decisive action. |
| Sees the relationships between issues and thinks through issues logically to assess situations. |
| Develops a well-reasoned rationale and is prepared to stand by decisions. Takes responsibility for making tough or unpopular decisions. |
| Demonstrates sound judgement, making well-informed decisions, putting forward solutions to address problems, informed by the Code of Ethics and understanding the impact and implications for the community and other stakeholders. |
| Establishes and maintains focus on priorities, remains calm and thinks clearly under pressure. |
| **Building Relationships and Communication** | Speaks and writes in a confident and articulate manner, clearly communicating instructions and making opinions known appropriately when s/he feels it is right to do so.  |
| Actively listens, seeking to understand the perspective and position of others. |
| Promotes teamwork and fosters an atmosphere of open communication. |
| Manages and resolves conflicts / disagreements in a positive and constructive manner; negotiating and influencing effectively. |
| Develops and maintains a network of contacts to facilitate problem solving or information sharing. |
| Works effectively with a range of different parties, maintaining positive working relationships with the community and other stakeholders and deliver the best possible service to the public while recognising diverse stakeholders’ perspectives. |
| Instils a strong focus on Customer Service and ensures that staff understand the expectations, changing needs, concerns and diversity of different communities, and strive to address them. |
| Appreciates the importance of building the positive image of an ethical, citizen-focused organisation and uses media channels appropriately to communicate the Garda Síochána message(s) effectively and in accordance with policy. |
| **Exemplifies Public Service Values and the Policing Principles** | Serves the State and people of Ireland, ensuring the citizen is at the heart of all services provided, demonstrating a strong community focus, while appreciating and managing risk and understanding the importance of good governance. |
| Is personally committed, self-motivated, demonstrates initiative and strives to perform at a high level, is accountable for and takes pride in own and team's contribution to achieving organisational goals. |
| Treats others with respect and demonstrates understanding of the role of policing in a changing society. |
| Is personally trustworthy and honest, delivering on promises and commitments. |
| Responds quickly to customers’ requests, provides solutions in a timely manner and keeps customers updated on progress. |
| Demonstrates determination and resilience, maintaining composure even in challenging circumstances and difficult situations. |
| Exemplifies the values of integrity, honesty, respect, equality and ethical behaviour required by the Code of Ethics for the Garda Síochána in delivering a professional, accountable service and promoting a culture that fosters high standards of ethics, integrity and respect for human rights. |
| Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role, continuing to learn and adapt to new circumstances. |
| **Breadth of Experience and Appreciation of the Policing Role** | Comprehensive understanding of the up to date legal and procedural context within which the Garda Síochána operates. |
| Sound understanding of the different operational elements and procedures within the organisation that come into play in particular circumstances. |
| Knowledge of the range of specialist resources that are available within the organisation and their appropriate use. |
| Appreciation of the role that the Garda Síochána fulfils in the community and within the wider society and knowledge of community concerns, services and initiatives. |
| Planning for operations, events and contingencies and responding to changing circumstances in an agile manner. |
| Commitment to crime prevention, identifying risks and engaging with and supporting the community, victims and vulnerable members of society |
| Clear understanding of your own and your team's role, objectives and targets and their place in the wider context |
| Knowledge of policing and governmental issues and the wider societal context |