**Appendix 5: Key Achievements Form**

**Section 1 – PERSONAL DETAILS**

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| **Last Name:** |  | **First Name:** |  |

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| **Address:** |  |
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| **Eircode:** |  |

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| **Telephone** |  |

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| **Email** |  |

Do you have the right to work within the European Union (EU) ☐ Yes ☐ No

Do you hold and maintain a current Driving Licence valid for driving in Ireland ☐ Yes ☐ No

**Reasonable Accommodation**Candidates who indicate that they would like to avail of reasonable accommodations will be contacted directly by a member of our recruitment partner, and may be asked to submit a medical report, the purpose of which is to provide information to act as a basis for determining reasonable accommodations where appropriate.

Please indicate whether you would like to avail of reasonable accommodations by
ticking either Yes/No:  ☐ Yes ☐No

**Section 2 – COMPETENCIES**

For each competency, briefly set out what you consider to be a good example of how you demonstrated key strengths and skills in these areas. Your example should include a brief description of the nature of the task/problem, your specific involvement, and the outcome. Please refer to the competency model for Assistant Secretaries in the Civil Service for more detail - [Available here](https://www.publicjobs.ie/documents/Assistant_Secretary_Competencies_October_2013.pdf)

**Exemplifies Public Service Values (Maximum 250 words)**

**Effective performance is:**

* Serving the Government and people of Ireland
* Acting at all times with integrity
* Treating others with respect
* Being responsible for own actions
* Operating with professionalism and probity

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**Strategic Thinking (Maximum 250 words)**

**Effective performance is:**

* Creating a vision for the HSA and anticipating the requirements to deliver it
* Analysing complex issues quickly and anticipating knock-on consequences
* Taking a system-wide approach and seeing connections, risks and the potential for innovation in the wider environment
* Leading on the implementation of risk assessment practices and engaging in balanced

risk taking

* Showing courage in making difficult decisions

**Managing Relationships: Leads People (Maximum 250 words)**

**Effective performance is:**

* Being a visible and energetic leader who fully engages others
* Building and supporting cross functional and interdepartmental teams
* Delegating responsibility and ensuring accountability in others
* Setting challenging goals and implementing effective performance management
* Coaching and supporting others to optimise their contribution and development

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**Managing Relationships: Collaborates and Communicates with Conviction (Maximum 250 words)**

**Effective performance is:**

* Playing a full and active part on the senior team in shaping and leading the Authority
* Communicating professionally and credibly, managing the expectations of others
* Skilfully negotiating and influencing with conviction
* Anticipating political sensitivities and complexities and responding in an informed and constructive manner
* Building and maintaining effective working relationships with key stakeholders
* Facilitating collaboration, partnerships and networks internally and externally to achieve common goals

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**Delivery Focus: High Performance and Delivering Results (Maximum 250 words)**

**Effective performance is:**

* Assuming accountability for own actions and decisions
* Ensuring the full range of management disciplines are used to deliver quality services at

pace and within budget

* Challenging processes to improve organisational capacity, responsiveness and citizen focus
* Ensuring successful implementation through a range of delivery methods, including use of external parties
* Focusing effort on priority tasks to maximise results
* Ensuring a strong feedback loop between policy development and operations

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**Delivery Focus: Drive and Resilience (Maximum 250 words)**

**Effective performance is:**

* Showing initiative and sustaining high levels of personal drive and energy
* Leading and managing multiple complex priorities effectively
* Speaking own mind with confidence and conviction
* Keeping perspective and utilizing personal support strategies to help maintain focus and

bounce back from disappointments.

* Staying positive and professional in the face of difficult situations.

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**Specialist Knowledge and Self Development (Maximum 250 words)**

**Effective performance is:**

* Maintaining a sound knowledge of organisational, sectoral, political and international issues and their wider implications for the citizen and the State
* Continuously updating and demonstrating expertise in relevant areas
* Being self-aware and seeking opportunities to act on areas for own development
* Seeking feedback and reviewing own practices and behaviours
* Being regarded as an expert in own area(s) of specialism

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**All sections of the document must be completed and should be submitted, along with a Letter of Application and CV, by 5pm on 13th August 2025**

**Declaration**

I confirm to the best of my knowledge that the information provided on this application form is true and accurate. I accept that any false or misleading statements may be sufficient cause for rejecting my application, retracting a job offer or if employed, may lead to my dismissal. Should this application be successful I agree to supply documentary evidence as requested i.e. proof of right to work in Ireland, Passport, qualifications etc. that may be necessary to process my application for employment.

I consent for the Health and Safety Authority to use my personal data contained in this application form for recruitment purposes. I also authorise the Health and Safety Authority to request copies of my academic transcripts and /or verify the authenticity of my qualifications with the academic institutions listed in my application form. 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.

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

**(Digital Signature accepted)**