

DIRECTOR OF POLICE PENSIONS AND INJURY BENEFITS

NORTHERN IRELAND POLICING BOARD (NIPB)

APPLICATION FORM

JUNE 2022

INSTRUCTIONS FOR COMPLETION

Applicants are strongly advised to read the Candidate Information Booklet that includes the Job Description and Person Specification before completing and submitting their application.

For all application details visit the Board's Recruitment webpage: <https://www.nipolicingboard.org.uk/careers-vacancies-within-northern-ireland-policing-board>

For any further information contact Joanne Kane of HeadsTogether Consulting Ltd on 028 9042 4030 or email: recruit@headstogether.com

- No attempt should be made to redesign the form.
- We have made it possible to complete the form electronically; where you see the blue box please start typing your response. All the normal functions of Microsoft Word should be available where the blue boxes appear. Please use a minimum font size of 10 point (this is the default setting).
- Applicants are required to complete all sections of this form.
- It is imperative that you complete the application form fully and provide open and honest answers which you are able to discuss in more depth as part of the selection process. The answers you provide in Section 4 - Self-Assessment need to be specific and focused on **your personal involvement and actions, what you did and the outcomes.**
- It is your responsibility to ensure this application form is completed and submitted in an electronic format to recruit@headstogether.com by **12 noon on Monday 6th June 2022.** Please note late applications cannot be accepted.

SECTION 1 PERSONAL DETAILS

First name(s):

Last name:

Current job title:

Current grade (if applicable):

Date of commencement of role:

Length of time in current role:

Current salary:

Current benefits:

Current security clearance level (if held):

Date security clearance expires:

Are you currently subject to any ongoing police investigations or have you ever been convicted of a criminal offence (other than a spent conviction under the terms of the Rehabilitation of Offenders (Northern Ireland) Order 1978)? If yes, give details:

Yes

No

Correspondence address:

Contact number:

Correspondence email:

Do you have a disability (as defined in the Disability Discrimination Act) for which you require reasonable adjustments to any part of the selection or appointment process?

No

Yes

(If 'Yes' you will be contacted following receipt of your application by a representative from Headstogether Consulting Ltd to discuss any reasonable adjustments you require to the selection process).

Do you currently have the Right to Work within the United Kingdom?

(any offer of employment will be conditional upon proof of eligibility being provided)

Yes

No

SECTION 2 CAREER HISTORY

(please provide details of your current and previous roles over the last 15 years in sections 2.1 – 2.4):

2.1 Current/most recent role:

Organisation:

Are you still carrying out this role?

If you have left the organisation please provide brief reasons for your departure:

Yes

No

Please provide a brief description of your role and key achievements:

SECTION 2 CAREER HISTORY

2.2 Previous role title:

Organisation:

Start date:

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Finish date:

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Reason for leaving:

Please provide a brief description of your role and key achievements:

SECTION 2 CAREER HISTORY

2.3 Previous role title:

Organisation:

Start date:

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Finish date:

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Reason for leaving:

Please provide a brief description of your role and key achievements:

SECTION 2 CAREER HISTORY

2.4 Previous role title:

Organisation:

Start date:

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Finish date:

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Reason for leaving:

Please provide a brief description of your role and key achievements:

SECTION 3 **DETAILS OF RELEVANT EDUCATION, LEARNING, DEVELOPMENT AND TRAINING**

3.1 Please list any educational and professional qualifications and learning and development completed which you consider are relevant to the Director of Police Pensions and Injury Benefits role including dates obtained/awarded.

SECTION 4 SELF-ASSESSMENT – ESSENTIAL CRITERIA

Please explain how you meet the essential experience and other criteria as detailed in the Director of Police Pensions and Injury Benefits Person Specification

4.1 Please demonstrate how you meet the criteria of two years' experience in the last 7 years working in a litigation or claims management environment in a managerial role.

Maximum: 3200 Characters

Official Use – Appointment Panel Notes

SECTION 4 SELF-ASSESSMENT – ESSENTIAL CRITERIA

4.2 Please demonstrate your understanding of the regulatory environment in relation to pensions and its wider operations and controls.

Maximum: 3200 Characters

Official Use – Appointment Panel Notes

SECTION 4 SELF-ASSESSMENT – ESSENTIAL CRITERIA

4.3 Please evidence your knowledge and previous experience of working with Data Protection legislation and Freedom of Information requests.

Maximum: 3200 Characters

Official Use – Appointment Panel Notes

SECTION 4 SELF-ASSESSMENT – ESSENTIAL CRITERIA

4.4 Please evidence your previous experience of managing a team of no less than 5 individuals.

Maximum: 3200 Characters

Official Use – Appointment Panel Notes

SECTION 4 SELF-ASSESSMENT – ESSENTIAL CRITERIA

Please demonstrate that you have a full, clean UK driving license and have the use of a car for official business and/ or you are able to demonstrate some other means of meeting this criteria through some form of reasonable adjustment in the event of a disability.

- (a) I have a full valid driving licence* YES NO
- (b) I have use of a car for official business* YES NO
- (c) If NO to (a) and/or (b) above are you seeking reasonable adjustment in respect of disability? This will be discussed with you at appointment stage. YES NO

*Must be able to produce full valid driving licence, car insurance & vehicle registration documents upon request if yes to (a) & (b).

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SECTION 5 SELF-ASSESSMENT – DESIRABLE CRITERIA

Please explain how you meet the desirable experience criteria as detailed in the Director of Police Pensions and Injury Benefits Person Specification

5.1 Please demonstrate your previous experience of working in a similar role to that of the Director of Police Pensions and Injury Benefits (if applicable).

Maximum: 3200 Characters

Official Use – Appointment Panel Notes

SECTION 5 SELF-ASSESSMENT – DESIRABLE CRITERIA

5.2 Please demonstrate your previous experience of working in a policing environment (if applicable).

Maximum: 3200 Characters

Official Use – Appointment Panel Notes

SECTION 6 ADDITIONAL INFORMATION

6.1 Please provide details of any existing registered business interests or any other potential conflict of interests relevant to your application:

6.2 Where did you learn about the Director of Police Pensions and Injury Benefits job opportunity (please tick one box only):

<input type="checkbox"/>	HeadsTogether Consulting	<input type="checkbox"/>	Northern Ireland Policing Board website
<input type="checkbox"/>	NI JobFinder	<input type="checkbox"/>	NI Jobs.com
		<input type="checkbox"/>	Other (please specify)

6.3 Please detail any dates or times that you would not be available for interview in the week commencing 20th June 2022

SECTION 7 CANDIDATE DECLARATION

By signing below, I declare that the information contained in this application is correct to the best of my knowledge and belief. I understand that providing false or misleading information may be considered grounds for refusing my application.

Print Name:


Date:

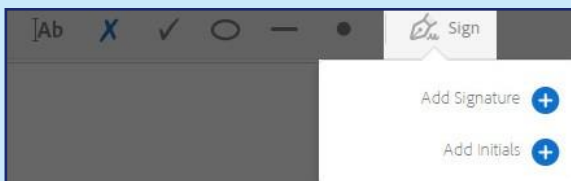
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Signature:

How to sign or initial your form

To sign a PDF form, you can type, draw, or insert an image of your handwritten signature or initials.

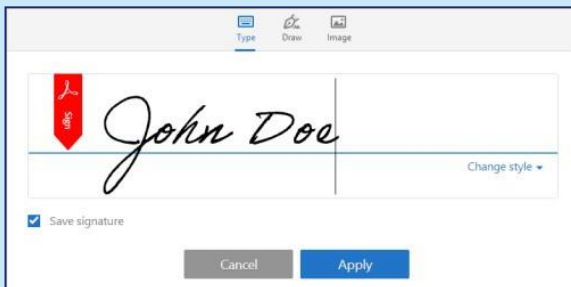
1. Open the PDF document or form in Acrobat or Reader, and click **Fill & Sign** in the right pane.
2. Click the Sign icon  in the Fill & Sign toolbar, and then choose whether you want to add your signature or just initials.



If you have already added signatures or initials, they are displayed as options to choose from.

3. If you've already added your signature or initials, just select it from the Sign options, and then click at the place in the PDF where you want to add your signature. Skip to the next step.

If you are signing for the first time, you see the Signature or Initials panel. Below is an example of the Signature panel.



You can choose to type, draw, or import a signature image. Added signatures and initials are saved for future use.

4. Click **Apply**, and then click at the place in the PDF where you want to place the signature or initial.

Thank you for completing this Application Form



028 9040 8500



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