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**Competition for the post of Temporary Legal Researcher**

**in the Law Reform Commission**

Candidates should complete all sections of the Application Form, and forward it to Bríd Rogers, Head of Administration, Law Reform Commission by email to **recruitment@lawreform.ie**

The closing date for receipt of applications is **12.00 noon on October 2nd, 2023**. Applications will not be accepted after that date and time.

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| **Section A** |
| First Name: |  | Surname: |  |
| Address: |  | Telephone: |  |
| Email address: |  |
| Highest qualification: |  |

You must ensure that all sections of this application form are completed in full. It will be provided to the Interview Board. Please type or write clearly using black ink.

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| **Section B** |
| **Academic, Professional or Technical Qualifications** |
| Title of qualification | University, College or Examining Authority | Date obtained | Subjects taken in final examination | Grade |
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| **Section C** |
| **Employment Record / Work Experience** |
| Give below, in date order (starting with your current employer), full particulars of all employment (including any periods of unemployment) and/or relevant work experience between the date of leaving school or college and the present date. No period between these dates should be unaccounted for. If it is necessary to continue on a separate sheet, please set the information out in the same manner as below. **Where the grade status is not clearly given it will be assumed that the post held is a temporary one.** |
| Date from and date to | Title of post held, short description of duties, please state if the position was permanent or temporary, full time or part time etc. | Name and address of employer, contractor, sub-contractor |
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| Reason for leaving: |  |
| Date from and date to | Title of post held, short description of duties, please state if the position was permanent or temporary, full time or part time etc. | Name and address of employer, contractor, sub-contractor |
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| Reason for leaving: |  |
| Date from and date to | Title of post held, short description of duties, please state if the position was permanent or temporary, full time or part time etc. | Name and address of employer, contractor, sub-contractor |
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| Reason for leaving: |  |

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| **Section D** |
| **Competencies** |
| Demonstrate, using specific examples/achievements from your career, etc., that you possess or have the capacity to acquire the qualities, skills and knowledge outlined in the booklet. ***You should not exceed 300 words per competency.*** |
| **Leadership Potential*** Is flexible and willing to adapt, positively contributing to the implementation of change.
* Contributes to the development of policies in own area and the broader Department/Organisation
* Seeks to understand the implications of taking a particular position on issues and how interdependencies need to be addressed in a logical and consistent way.
* Maximises the contribution of the team, encouraging ownership, providing support, and working effectively with others.
* Formulates a perspective on issues considered important and actively contributes across a range of settings
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| **Analysis & Decision Making** * Is skilled at policy analysis and development, challenging the establishes wisdom and adopting and open-minded approach.
* Quickly gets up to speed in a complex situation, rapidly absorbing all relevant information/data (written and oral).
* Uses numerical data skillfully to understand and evaluate business issues.
* Identifies key themes and patterns in and across different sources of information, drawing sound and balanced conclusions.
* Sees the logical implications of taking a particular position on an issue.
* Is resourceful and creative, generating original approaches when solving problems and making decisions.
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| **Delivery of Results** * Assumes personal responsibility for and delivers on agreed objectives/ goals.
* Manages and progresses multiple projects and work activities successfully.
* Accurately estimates time parameters for projects and manages own time efficiently, anticipating obstacles and making contingencies for overcoming these.
* Maintains a strong focus on meeting the needs of customers at all times.
* Ensures all outputs are delivered to a high standard and in an efficient manner.
* Use resources effectively, at all challenging processes to improve efficiencies
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| **Interpersonal and Communication Skills** * Communicates in a fluent, logical, clear, and convincing manner verbally and in writing.
* Is able to listen effectively and develop a two-way dialogue quickly.
* Maintains a strong focus on meeting the needs of internal and external customers.
* Effectively influences others to take action.
* Works to establish mutual understanding to allow for collaborative working.
* Works effectively.
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| **Specialist Knowledge, Expertise and Self Development** * Clearly understands the role, objectives, and targets, and how they fit into the work of the unit and Department/Organisation.
* Develops the expertise necessary to carry out the role to a high standard and shares this with others.
* Is proactive in keeping up to date on issues and key developments that may impact on own area, the Department and/ or wider public service.
* Consistently reviews own performance and sets self-challenging goals and targets.
* Has significant expertise in his/her field that is recognised and utilised by colleagues.
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| **Drive & Commitment to Public Service Values*** Consistently strives to perform at a high level.
* Maintains consistent effort under pressure and is resilient to criticism or setbacks at work.
* Demonstrates high levels of initiative, taking ownership of projects and demonstrating self-sufficiency.
* Is personally trustworthy and can be relied upon.
* Places the citizen at the heart of all processes and systems.
* Upholds the highest standards of honesty, ethics, and integrity.
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| **Section E** |
| **Personal Statement** |
| Outline below why you wish to be considered for this post, why you believe your skills and experience would be of value and/or any other relevant information in support of your application. You should not exceed 500 words. |
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| **Section F** |
| **References** |
| Please supply details of two referees. Referees will only be contacted if you are selected for appointment.Your current employer will not be contacted by us without your prior consent. |
| Name | Address | Contact Details |
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| Name | Address | Contact Details |
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If wished, you may indicate your preferred area(s) of work in order of preference (1, 2, 3):

 Statute Law Revision Programme

Law Reform

Access to Legislation

I hereby declare that the information given above on this Application Form is correct and give my permission for enquiries to be made to establish such matters as qualifications, experience, and character and for the release by other people or organisations of such information as may be necessary to the Law Reform Commission for that purpose.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THE PERSONAL DATA SUPPLIED BY YOU ON THIS FORM WILL BE STORED ON COMPUTER AND WILL BE USED ONLY FOR THE PURPOSES REGISTERED UNDER THE DATA PROTECTION ACTS 1988 TO 2018.