

Guidance notes for completing this application form

Thank you for your interest in the Senior Researcher job at Pivotal (Public Policy Forum NI Limited). In order to ensure that your application is considered you must fully complete the application form below. The enclosed monitoring form must also be completed and returned. Incomplete applications will not be considered.

Candidates will be selected for interviews only on the basis of the information supplied on this form. It is in your best interest to follow all instructions and complete all necessary sections in a clear and concise manner.

All applications must be completed in black ink or typescript, and all boxes and questions must be completed. Failure to do so may result in your application not being considered.

Please look carefully at the job description and person specification which sets out the essential and desirable criteria for this job. When completing the application form you are requested to refer to the job description and person specification, then clearly indicate how your experience and qualifications are relevant to the post.

If you do not have the qualifications requested but do have an equivalent you should include details of this. The panel will not assume you have the qualifications or experience required.

Please do not include a CV or any other documentation. Completed applications will only be accepted by email by the closing date, Wednesday 14 December 2022 at 12 noon.

Pivotal is committed to equality of opportunity, as detailed in our Equal Opportunities Policy (copy available upon request). We ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of gender, marital status, race, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependents, physical or mental disability, political opinion, or is disadvantaged by any condition which cannot be shown to be relevant to performance of the post. We undertake to treat all applicants for positions fairly and not to discriminate unfairly or unlawfully as a result of a disclosure on the basis of conviction or other information revealed as per our policy on the Recruitment of ex-Offenders (copy available upon request) and the Code of Practice, issued by the Department of Justice, in connection with the use of information provided to registered persons, their nominees and other recipients of information by Access NI under Part V of the Police Act 1997.

Important

Please complete the Equal Opportunities Monitoring Form at the end of the application form and include it with your application.

This post may be subject to an Access NI Disclosure in accordance with the Access NI Code of Practice. The Access NI Code of Practice and further information can also be found via the following link:-

<http://www.nidirect.gov.uk/index/information-and-services/crime-justice-and-the-law/accessni-criminal-record-checks/accessni-employers/accessni-registered-bodies.htm>



Application for Employment – Senior Researcher

Pivotal believes in Equal Opportunities for all.

Every appointment is made on merit.

All information provided will be treated in confidence.

### PERSONAL DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | Surname |  |
| First Name |  | House Number |  |
| Street Address |  |
| Town |  | Postcode |  |
| E- mail |  |
| Contact Number |  |
| National Insurance Number |  |

EDUCATION (Criteria 1)

|  |  |  |
| --- | --- | --- |
| From | To | Examinations taken and results / Results achieved / Degree awarded |
|  |  |  |

Continue on a separate sheet if necessary. Please include month and year and justify how your qualifications are relevant to the post within this section of the application form.

### TRAINING AND PERSONAL DEVELOPMENT- please highlight any training you have received which you feel would be relevant to this role (250 words maximum)

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DETAILED EMPLOYMENT HISTORY (Criteria 1) - please start with your present or most recent employer and work backwards in time. List all jobs with each employer. Continue on a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| From: | To: | Job Title: | Salary: |
| Name and address of employerType of business |
| Main duties, responsibilities and main achievements |
| Reason for leaving |

|  |  |  |  |
| --- | --- | --- | --- |
| From: | To: | Job Title: | Salary: |
| Name and address of employerType of business |
| Main duties, responsibilities and main achievements |
| Reason for leaving |

Continue on a separate sheet if necessary

**Information in support of your application**

Please use the space provided to demonstrate clearly how you meet the criteria set out in the Person Specification. Please give specific and practical examples. Please keep each response to within the specified word limit.

**Criteria 2 -** Leading research projects of different types, including defining the scope, identifying suitable research methods, delivering the project, communicating the findings, and reviewing effectiveness **(400 words maximum)**

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Do not add additional sheets

**Criteria 3 -** Using research to develop policy recommendations **(400 words maximum)**

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Do not add additional sheets.

**Criteria 4 -** Communicating research findings and policy recommendations to multiple audiences in clear, engaging and creative ways, both in writing and in-person **(400 words maximum)**

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Do not add additional sheets.

**Criteria 5 -** Experience and expertise in quantitative and qualitative analysis, using a range of methods and tools to analyse, use and present data. Familiarity with the different datasets relevant to public policy research and analysis in Northern Ireland will be needed. **(400 words maximum)**

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Do not add additional sheets.

**Criteria 6 -** Experience of supervising individuals and/or teams to help them contribute fully and develop their potential. **(400 words maximum)**

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Do not add additional sheets.

**Criteria 7 -** Ability to work independently and to tight deadlines in a challenging environment, including managing multiple workstreams and working flexibly to support others as part of a small team (**400 words maximum)**

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Do not add additional sheets.

**Criteria 8 -** Passion for improving public policy in Northern Ireland and a commitment to the aims and values of Pivotal, including political independence <https://www.pivotalppf.org/about-us/our-values> (**250 words maximum)**

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Do not add additional sheets.

**Criteria 9.** Proficient in use of Microsoft packages. **(250 words maximum)**

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Do not add additional sheets.

**Criteria 10, 11 & 12.** Please provide details about how you meet the three desirable criteria (**400 words maximum in total**):

1. Experience of using traditional and social media to communicate research findings including creating social media content.
2. Understanding of the public policy process, and experience of engaging with civil servants and political representatives.
3. Experience of commissioning research from others.

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**Do not add additional sheets.**

**GENERAL**

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| --- | --- | --- | --- | --- |
| **Do you have any convictions? *Please note that this post may subject to an Access NI check in accordance with the Access NI Code of Practice, available upon request*****NOTE****Having a criminal record will not necessarily debar you from working with Pivotal. This will depend on the nature of the position together with the circumstances and background of your offences or other information contained in a disclosure certificate or provided directly to us by the police.****If yes, please give details of the convictions you have including dates. *Do not include convictions which are “spent” under the Rehabilitation of Offenders (NI) Order.*** | **Yes** |  | **No** |  |
| **Please indicate if you have any disability** | **Yes** |  | **No** |  |
| **Special Requirements:****If you have any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities, Pivotal will examine the possibility of making any reasonable adjustments to the interview procedure in line with the Disability Discrimination Act 1995. Please list below any special requirements or reasonable adjustments that you may need:** |

**REFERENCES - please provide the name of two previous employers whom we can contact for a reference. At least one must be from your current / most recent employer. Your referees will not be contacted without your consent.**

**PLEASE DO NOT PROVIDE ANY CURRENT MEMBER OF STAFF OF PIVOTAL AS A REFEREE.**

|  |  |
| --- | --- |
| **Name:** | **Name:** |
| **Title and Address:** | **Title and Address:** |
| **Relationship:** | **Relationship:** |
| **Contact telephone number:** | **Contact telephone number:** |
| **Email:** | **Email:** |

**This completed application form along with the enclosed monitoring form should be returned by *12 noon on Wednesday 14 December 2022* to** **info@pivotalppf.org**

***Incomplete applications or applications received after the closing time / date will not be accepted.***

**Signed (or e-signed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***I certify that all the information contained in this application is true and accurate.***

PIVOTAL

EQUAL OPPORTUNITY MONITORING FORM REF NO: 202001 \_\_

STRICTLY CONFIDENTIAL

This section of the form will be detached from the application form and will not be seen by the selection panel.

Pivotal is committed to equality of opportunity for all job applications regardless of sex, marital status, religions, disability or race.

Pivotal selects those suitable for employment and advancement solely on the basis of merit.

Monitoring involves a comparison of the recruitment and career progression of applicants with regard to sex, marital status, perceived religion, disability and race.

THIS SECTION MUST BE FULLY COMPLETED

Please ensure that you provide the following information by ticking box where appropriate:-

1. *Sex*  Male Female

2. *Marital Status* Single Married Civil partnership Other

3. *Are You Registered Disabled?* Yes No

4. *Date of Birth:*

Regardless of whether we practise our religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below.

*I am a member of the Protestant Community*

*I am a member of the Roman Catholic Community*

*I am a member of neither the Protestant nor Roman Catholic Community*

Access to this information will be strictly controlled and will not be available to those considering your employment. If you do not complete this questionnaire, we are encouraged to use the ‘residuary’ method, which means that we can make a determination on the basis of personal information on file.

Monitoring will involve the use of statistical summaries of information in which the identities of individuals will not appear. The information will not be available for any purpose other than Equal Opportunities Monitoring. Once the information has been extracted for monitoring purposes, this part of the application will be destroyed.

*Note*

It is a criminal offence under the legislation for a person to “give false information” in connection with the preparation of the monitoring return.