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# **Key Achievements Form – Records Manager**

# **(Higher Executive Officer)**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title of Post: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Having read the competencies and thought about the demands of the role, for each of the areas below, please briefly ***(max 300 words for each****)* highlight specific achievements, contributions, or expertise you have developed during your career to date which clearly demonstrate your suitability to meet the competencies and challenges of this role. Please note that any wording above the maximum of 300 will not be assessed as part of your application and could deem your application invalid.

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| **1. Team Leadership** |
|  |
| Total Word Count (*to be inserted by Candidate)* \_\_\_\_\_ |
| **2. Judgement, Analysis & Decision Making** |
|  |
| Total Word Count (*to be inserted by Candidate)* \_\_\_\_\_ |
| **3. Management & Delivery of Results** |
|  |
| Total Word Count (*to be inserted by Candidate)* \_\_\_\_\_ |
| **4. Interpersonal & Communication Skills** |
|  |
| Total Word Count (*to be inserted by Candidate)* \_\_\_\_\_ |
| **5. Specialist Knowledge, Expertise and Self Development** |
|  |
| Total Word Count (*to be inserted by Candidate)* \_\_\_\_\_ |
| **6. Drive & Commitment to Public Service Values** |
|  |
| Total Word Count (*to be inserted by Candidate)* \_\_\_\_\_ |