

MATRIX – THE NORTHERN IRELAND SCIENCE INDUSTRY PANEL

APPLICATION FORM FOR INDUSTRY PANEL MEMBER

You may post or hand-deliver your completed application form to DFE’s Future Sectoral Policy Unit, Netherleigh, Massey Avenue, Belfast, BT4 2JP. Emailed forms should be sent to:- [info@matrix-ni.org](mailto:info@matrix-ni.org) Telephone 028 9052 9635 Textrelay 08001 028 9052 9635

**The deadline for receipt in all cases is** **5pm on 7th May 2019.** It is the responsibility of the applicant, taking into account their chosen method of delivery, to ensure that sufficient time is allowed for their application to arrive with the Department on or before the deadline. **Late applications will not be accepted.**

You are advised to obtain confirmation of receipt of your application before 5pm on the 7th May 2019 either by requesting return email or by contacting the MATRIX secretariat at the telephone number above.

Please contact the Department as soon as possible if you need an application form in an alternative format or if you have any queries**.**

Please note that we are operating the Guaranteed Interview Scheme in this competition for applicants with a disability.

**IT IS IMPORTANT THAT ALL SECTIONS OF THE APPLICATION FORM ARE FULLY COMPLETED.**

Applicants should be aware that, if successful, some of the information supplied will be placed in the public domain.

# PERSONAL DETAILS

**Title:**

**Forename:**

**Surname:**

**Date of Birth:**

**Address for correspondence including postcode:**

**Email Address:**

**Contact phone number(s):**

# Educational Background

Please list the qualifications that you feel would be relevant to this role. To note, information provided here will not be seen by the selection panel and therefore will not be used for shortlisting purposes. Instead it will be used by the administration team to assure the Department that there is reasonable diversity of knowledge at application stage.

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| --- | --- | --- | --- |
| **Date** | **Qualification/Subject** | **School/College/Institution** | **Grade Obtained** |
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# Previous MATRIX experience

Have you previously served as a MATRIX Panel Member or Chair? Yes/No

If Yes, please indicate in which capacity and dates: - From To

# Sectors

Please select the sector(s) within which you are applying (tick all that apply)

|  |  |
| --- | --- |
| ICT/Digital |  |
|  |  |
| Advanced Manufacturing/Engineering |  |

|  |  |
| --- | --- |
| Life Sciences |  |
|  |  |
| Energy |  |
|  |  |
| Other |  |

|  |  |
| --- | --- |
| If you ticked ‘Other’ please give details: |  |

# Selection Criteria

**Please ensure that you provide examples which demonstrate the application of your skills and experience for each criterion. The mere mention of a skill or attribute is insufficient. Neither can the selection panel make assumptions from the title of a post or the nature of an organisation as to the experience, qualities and skills gained. Applicants are encouraged to include salient facts from their employment, voluntary and personal history when addressing criteria.**

1. **Commercial Experience.** Please demonstrate that you are currently working in a commercial setting built on either science, technology, engineering or related R&D. You must set out clearly, with dates, your role and the nature of your experience and how many years’ experience you have gained in each role. **(Maximum 400 words - anything above this will be redacted)**

|  |  |
| --- | --- |
| **DATES FROM/TO:** | **DESCRIPTION OF ROLE/EXPERIENCE:** |
|  |  |

1. **Making an Impact with Others.** Please demonstrate your ability, by way of a practical example(s) of how you have made a positive contribution to the performance of a commercial organisation you have worked for or have been involved with. Your response, including role and dates, should include examples of how you have developed constructive working relationships both internal and external to an organisation you have worked for or been involved with.

Examples of the type of evidence that would demonstrate your suitability are outlined below. You do not have to describe activities which meet each and every one of these bullet points.

* Working within a team, experience of influencing and negotiating with others to achieve consensus and ownership of team decisions;
* Working in partnership with internal and external partners to promote effective relationships and achieve the organisation’s goals;
* Being able to make a constructive contribution to corporate decision making; and
* Evidence of developing, maintaining and utilising appropriate networks and methods of communication to gather information to influence and inform management or policy decisions.

**(Maximum 400 words – anything above this will be redacted by the admin team)**

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| --- | --- |
| **DATES FROM/TO:** | **DESCRIPTION OF ROLE/EXPERIENCE:** |
|  |  |

1. **Analytical and Strategic Thinking.** Please demonstrate your ability, by way of a practical example(s) (including role and dates) of how you have made a significant contribution to a commercial organisation’s objectives and performance in a challenging environment to ensure delivery of longer term goals.

Examples of the type of evidence that would demonstrate your suitability are outlined below. You do not have to describe activities which meet each and every one of these bullet points:

* Understanding of the relationship between the purpose and the values of an organisation;
* Ability to set a clear strategic direction and articulate the vision of the organisation;
* Effective business planning which takes account of potential scenarios and future trends that will impact an organisation and plans for them;
* Assimilates and makes sense of complex or conflicting data and different perspectives;
* Gives objective advice based on sound evidence and analysis; and
* Successful outcomes.

**(Maximum 400 words – anything above this will be redacted by the admin team)**

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| **DATES FROM/TO:** | **DESCRIPTION OF ROLE/EXPERIENCE:** |
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# FOR INFORMATION.

Please declare below if you have ever been convicted of any offence (other than minor motoring offences) which is not spent in accordance with the Rehabilitation of Offenders (NI) Order 1978 or if any charges are outstanding; been adjudged bankrupt or made a composition or arrangement with your creditors over the past 10 years; been dismissed from any office or employment over the past 10 years; been disqualified from acting as a company director or in the conduct of a Company; been a director, partner or manager of a company which has gone into liquidation, receivership or administration.

Yes/No

If yes, please provide details

# CONFLICTS OF INTEREST

***It is important that you read the CPANI leaflet*** [***'Complaints and Conflict of Interest Information Guidance'***](https://www.publicappointmentsni.org/sites/cpani/files/media-files/CPA%20NI%20Guidance%20on%20conflicts%20of%20interest%2C%20integrity%20and%20how%20to%20raise%20a%20complaint.pdf) ***before completing this section. See also paragraphs 21 & 22 of the Information Pack and the Annex referred to therein.***

Have you, or your immediate family, any interests which might be construed as being in conflict with the appointment for which you have applied, and might, in future, be raised in public?

Yes/No

If yes, please provide details

*Note: Any potential conflict of interest detailed above may not prevent you from being called for interview but may, if appropriate, be explored with you at the time to establish how you would address the issue should you be successful in your application.*

# DECLARATION

I have read the CPANI leaflet ['Complaints and Conflict of Interest Information Guidance'](https://www.publicappointmentsni.org/sites/cpani/files/media-files/CPA%20NI%20Guidance%20on%20conflicts%20of%20interest%2C%20integrity%20and%20how%20to%20raise%20a%20complaint.pdf) and have completed [Section 6](#_CONFLICTS_OF_INTEREST) of this form accordingly. I understand that, if appointed, I must raise with the Chairperson of the Board any probity or conflict of interest issue that might arise during my term of appointment and that my failure to do so could lead to my appointment being terminated.

I have read the information pack and understand my responsibilities in relation to disqualifications which apply. I declare that the information I have given in support of my application is true and complete to the best of my knowledge. I understand that, if I am appointed and the information I have provided is incorrect, or any of the statements made in this declaration are untrue, or subsequently circumstances arise at any time before the end of my term of office which would render any such statements untrue, then my tenure of office may be terminated.

I understand and accept that the information I have provided will be processed in accordance with the Data Protection Act (DPA), and the EU General Data Protection Regulation (GDPR) for the purposes of making public appointments. That this may involve disclosing information to other Government Departments, the Commissioner for Public Appointments, Northern Ireland and anonymously in response to Parliamentary/Assembly Questions and other enquiries. I also understand and accept that, if appointed, my name will be published in the public domain.

DfE’s Public Appointments privacy notice has more information about your rights in relation to your personal data, how to complain and how to contact the Data Protection Officer. You can view it at <https://www.economy-ni.gov.uk/publications/privacy-notice-public-appointments>

Signed ………………………………………… Date ………………………..

# GUARANTEED INTERVIEW SCHEME (GIS)

The aim of the GIS is to provide applicants with a disability the opportunity to demonstrate their abilities beyond the initial application stage. Applicants with a disability who meet or exceed the pass-mark set for the criteria at the sift stage will automatically be offered an interview. Their application will not be subjected to any short-listing which may take place.

**Declaring a disability for the purpose of qualifying for the GIS is your decision and is entirely voluntary.**

To be eligible for the GIS you must be considered as disabled under the Disability Discrimination Act 1995 which defines a person with a disability as someone who has, or has had in the past, a physical or mental impairment which has had a substantial long-term adverse effect on your ability to carry out normal day to day activities. This includes sensory impairments, people who have had a disability in the past even though they are no longer disabled, people whose disability is likely to last for twelve months or rest of their life, and people whose condition is likely to progress or recur. Severe disfigurement is also acknowledged as a disability.

## **Declaration**

**I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme. I understand that a false declaration of a disability in order to obtain an interview will invalidate my application.**

Signed ………………………………………… Date ………………………..

# FOR ADMINISTRATIVE PURPOSES

Please highlight how you became aware of this 0pportunity?

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| Newspaper | | | |  |  | | |
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| DfE mailshot | | | |  |  | | |
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| DfE website | | | |  |  | | |
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| Social media: | | | | | | | |
| Twitter |  |  | Facebook |  |  | Linkedin |  |
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| MATRIX website | | | |  |  | | |
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| NI Direct website | | | |  |  | | |
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| Other website called | | | |  |  | | |
|  | | | |  |  | | |
| By word of mouth | | | |  |  | | |
|  | | | |  |  | | |
| At an event called | | | |  |  | | |
|  | | | |  |  | | |
| Elsewhere | | | |  |  | | |