

Application Form

Planning Officer [Engineer Grade II]

at the Office of the Planning Regulator

1. PERSONAL DETAILS		
Title:	Surname:	First name(s):
Email:	Phone:	
<p>Are you an Irish/EEA Citizen? Please select <u>one</u> option:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>If no:</u></p> <p><input type="checkbox"/> Please confirm, by ticking the box, that you acknowledge and understand that to qualify for this role candidates must be eligible by the date of any job offer in line with the Citizen Requirements detailed in the candidate booklet.</p>		
<p>How did you hear about this post?</p>		

Your Consent

In order for the Office of the Planning Regulator (OPR) to accept your application form, you must provide consent for the OPR to process your job application. In line with General Data Protection Regulations (GDPR), the OPR needs to process the personal data of applicants for the purposes of enabling the organisation to consider their suitability for employment and for the purposes of administering their employment, in line with the OPR Data Privacy Policy and OPR Data Protection Policy, which are available from the OPR upon request. You may withdraw your consent at any time by contacting dataprotection@opr.ie. You also have the right to request access to and rectification or erasure of personal data, or restriction of processing or to object to the processing of your personal data. Please contact the DPO at dataprotection@opr.ie for any further information in this regard.

It is your responsibility to obtain consent from references before providing their personal information to us. For the avoidance of doubt, the OPR does not wish to receive any confidential or proprietary (or patented) information, which you have received from your previous employers.

Only select employees of the OPR - such as your potential future manager(s), employees of the Human Resources Team, and IT (for maintenance purposes only) - and select employees of our external service providers, who support the OPR with the administration of recruitment applications, have access to your application data.

The OPR will not supply any data to any third party other than those identified above without your express authorisation.

The OPR shall retain the personal data of unsuccessful candidates for 3 years following the date of the role being filled.

The application data you provide will be used to assess your application for employment at the OPR, to verify your information and conduct reference checks, and to communicate with you.

If you accept employment with the OPR the information collected will become part of your employment record and will be used for employment purposes in accordance with our Data Protection Policy and Data Privacy Policy.

You have the right to make a complaint to the Data Protection Commission in respect of the unlawful processing of your data.

Please tick the box to confirm consent to the OPR processing your application in accordance with the above Privacy Notice.

Notes for Applicants:

1. Each section of the application form must be completed.
2. Candidates must provide a completed application form in PDF format.
3. Incomplete applications will not be considered for shortlisting.
4. Applications will not be accepted under any circumstances after the closing date.

APPLICATIONS SHOULD BE EMAILED TO: recruiting@opr.ie

CLOSING DATE IS 02 APRIL 2026 AT 3PM

2. APPLICANT DECLARATION

All information provided in this application is, to the best of my knowledge, true and correct.

I understand that should any of the particulars furnished in this application be found to be false or inaccurate, action may be taken to withdraw any offer of employment.

Name:

Date:

3. IRISH PROFICIENCY

While this position is not an Irish language speaking role, we are asking all applicants to indicate their current level of Irish language ability. This information will be used for workforce planning purposes only and will not form part of the selection process for this competition.

- A1 - Beginner
- A2 – Elementary
- B1 – Intermediate
- B2 - Upper Intermediate
- C1 - Advanced

4. RECENT EMPLOYMENT

Please detail below, in date order, starting with your current role, full particulars of all employment between the date of leaving college and the present date. No period between those dates should be unaccounted for. Please add new records as required.

EMPLOYER (Name & address)	DATE FROM	DATE TO
POSITION		
Your job title and civil/public service grade (where applicable) and brief description of duties and achievements must be stated		

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5. EDUCATION			
Qualification	Academic Institution	Course	Year

6. PROFESSIONAL MEMBERSHIPS/ASSOCIATIONS

7. REFEREES – Please provide details of two Referees who are known to you.

Contact of current employer must be provided.

(Referees **will not** be contacted unless an offer of employment has been made)

Referee No. 1 (Current Employer)	Referee No. 2
Name:	Name:
Organisation:	Organisation:
Contact Number:	Contact Number:
Email address:	Email address:
Relationship to you:	Relationship to you:

COVER LETTER / PERSONAL STATEMENT

Please provide a short cover letter/personal statement (no more than 500 words) outlining why you wish to be considered for this post and where you believe your skills and experience meet the requirements of the post.

Capability Assessment

In the following section, we ask you to describe some of your experience and key personal achievements to date that best demonstrate your capability for the Planning Officer role.

When answering, please be aware of the Assistant Principal Capability Framework set out in the candidate booklet, while ensuring that you clearly set out the relevance of how your experience and achievements to date, meet the challenges of the role. Further information on the Capability Framework can be found on Publicjobs.ie. You should compose your replies carefully and structure what you write, so that you give specific information/evidence about what you have done.

For example, it is not sufficient to simply say that "I have excellent leadership skills" or "X was successful". You should briefly describe what you did and how you demonstrated the behaviour, skill, strength and/or knowledge in question. Please note that you may also briefly reference values/motivation/interests here, however the primary focus is to provide concrete evidence and examples.

Candidates are required to adhere to the specific character count limit (300 words) for each of the answers to the following questions. Please try not to use the same example to illustrate your answer repeatedly.

BUILDING FUTURE READINESS

Please provide a specific example that best demonstrates your capability in the area of supporting change and reform. In your response, please provide reference to leading and supporting others through change and implementing change.



EVIDENCE INFORMED DELIVERY

Please provide a specific example that best demonstrates your capability in the area of delivering excellence. In your response, please give reference to managing projects and resources. Candidates are encouraged to choose an example that best demonstrates your commitment to quality outcomes.

LEADING AND EMPOWERING

Please provide an overview of your capability in leading with specialist insight. In your response, please include evidence of how you added value to the organisation and department by utilising your specialist expertise to meet business needs.



COMMUNICATING AND COLLABORATING

Please provide a specific example that best demonstrates your capability in the area of engaging and collaborating. In your response, please provide reference to stakeholder engagement.

ADDITIONAL INFORMATION

Please provide any additional information that you deem relevant to your application



INTERVIEW ARRANGEMENTS

If you are invited to interview and will require any special arrangements or facilities at the interview location, please specify your requirements here: