**Application Form**

**Position: Executive Director of Operations**

**Personal Details:**

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| **Name:** |  |
| **Address:** |  |
| **Contact Telephone No:** |  |
| **Email Address:** |  |
| **Notice Required:** |  |
| **Current Salary:** |  |

## Assistance for People with Disabilities:

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| **If you consider that you have a disability, are there any arrangements that we can make to assist/adapt for you if you are called for an interview, or if successfully employed?** |
| Please provide details below; |

**Eligibility to work in UK:**

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| **Do you currently have the legal right to work in the UK?** |
| * Yes * No |

**References:**

You must provide two references, one of which must be from your most recent employer. Please ensure you provide your referee's correct email address or we may be unable to progress your application.

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|  | **Referee 1** | **Referee 2** |
| **Name & Address:** |  |  |
| **Relationship:** |  |  |
| **Email Address:** |  |  |
| **Contact Telephone Number:** |  |  |

**Qualifications:**

Please provide details of any relevant qualifications you hold;

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**Professional Memberships:**

Please provide details of any professional memberships you hold;

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**Non-Executive Board Membership:**

Please provide details of any relevant non-executive Board memberships you have previously, or currently hold, that you feel could be relevant to the post you are applying for;

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**Employment History:**

**Current Post:**

Please give details of your current, or most recent post;

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| **Employer:** |  |
| **Role / Job Title:** |  |
| **Dates: From - To:** |  |
| **Main Duties & Responsibilities:** |  |
| **Reason for wanting to leave/leaving**: |  |

**Previous Posts:**

Please give your full previous employment history in reverse date order. You may also add details of any voluntary work undertaken if relevant *(continue on next page if necessary)*

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| --- | --- | --- | --- | --- |
| **Employer** | **Role / Job Title** | **Dates**  **From / To** | **Main Duties & Responsibilities** | **Reason for Leaving** |
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**Key Achievements:**

Please highlight any relevant key professional achievements, where you have had a lead role, that you feel will support your application;

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**Personal Statement:**

Please tell us about you and your interest in this role;

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**CARES Values**

At Kingdom, our CARES values (**Customer, Accountable, Respect, Efficient & Supportive**) are at the heart of everything we do and every decision we make.

Please give brief examples from your professional, or personal life, to demonstrate you share these values.

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| **Value** | **Example** |
| **Customer;**  We believe every action and decision we take should provide the best possible service and outcome for our customers |  |
| **Accountable;**  We believe we are accountable and responsible for our actions and decisions |  |
| **Respect;**  We believe that different views and beliefs from our own are valid, important and valuable |  |
| **Efficient;**  We believe that making efficiencies to our ways of working is essential to achieving success |  |
| **Supportive;**  We believe that supporting our colleagues across Kingdom’s businesses is key to making work a better place |  |

**Selection Criteria:**

Using the information provided in the Job Advert, Job Description, Person Specification and any other materials issued, please tell us how your experience, skills and knowledge satisfy the requirements and meet the criteria for this job.

You should provide clear evidence-based examples to demonstrate your responses.

**ESSENTIAL**

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|  | **Category and Criteria** | **Statement, Experience and Evidence** |
| **E1** | **Qualifications and Experience;**  Educated to degree level, or relevant management experience. |  |
| **E2** | **Relevant Management Achievements;**  A proven track record of leading a customer focussed business and ability to demonstrate business and customer improvement achievements. |  |
| **E3** | **Relevant Management Experience;**  Experience in a senior management role within the housing, property maintenance or construction sectors. |  |
| **E4** | **Performance and Change Management;**  An innovator who is passionate about continuous improvement and leads their people through change from the front. |  |
| **E5** | **Leadership;**  A self-reliant individual who leads through inspiring confidence and trust, to achieve successful outputs. |  |
| E6 | **Collaboration;**  A leader, with experience of internal collaboration and external partnership working. |  |
| E7 | **Strategic and Customer Focused Approach;**  The ability to take a holistic view of service provision across all areas of operations, evidencing delivery of successful outcomes related to customer services. |  |
| **E8** | **Business Improvement and Growth;**  Experience of balancing performance, business growth and risk management at a corporate level to achieve efficiencies and business improvements. |  |
| **E9** | **Strategic Implementation;**  The ability to develop, articulate and implement strategy and vision with passion and enthusiasm. |  |
| **E10** | **Shared Values and Objectives;**  A strong affinity for the work of Kingdom and its subsidiaries. |  |
| **E11** | **Business Travel;**  A car available for business  use, a current full driving  licence, or evidence of  the ability to efficiently  undertake business travel to  various, sometimes  remote locations. |  |

**DESIRABLE (Additional Experience, Knowledge and Understanding)**

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| **D1** | Experience of the RSL or Local Authority sector. |  |
| **D2** | An excellent knowledge and understanding of housing management at a senior level. |  |
| **D3** | An excellent knowledge and understanding of the development of affordable housing at a senior level. |  |
| **D4** | An excellent knowledge and understanding of property maintenance and repairs at a senior level. |  |
| **D5** | Good knowledge of the governance and regulatory environment of Registered Social Landlords in Scotland. |  |
| **D6** | Good knowledge of performance management. |  |
| **D7** | Good knowledge of strategic and business planning. |  |
| **D8** | Experience of securing funding for business development. |  |
| **D9** | Experience of reporting to Governing Bodies. |  |

**Relationship to Current or Previous Staff Member of Board Member**

In order that we can comply with the Housing (Scotland) Act 2001, please declare if you are closely connected to a Current or Previous Employee or Member of the Board of Kingdom Housing Association or its subsidiaries. The definition of this is available in our Entitlements, Payments and Benefits Policy within our document library on our website.

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**Additional Information:**

Please add any additional information you feel is relevant that has not been included above;

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**Declaration:**

Kingdom reserves the right to verify the accuracy of information provided. Failure to disclose information or the discovery of any false claims may lead to an offer of employment being withdrawn or employment being terminated. I hereby declare this information is complete and correct to the best of my knowledge and consent to its use for the purposes outlined in Kingdom's Fair Processing Notice.

Name: ……………………………………………………………….

Signed: ……………………………………………………………….

Date: …………………………………