Application tips

Before you start

- GLA requires applicants to complete an application form via EngageATS , an online recruitment system. CVs cannot be accepted

- If applying for a GLA vacancy for the first time, allow additional time it will take you to complete all sections of the online application form.

- It is recommended that you compose your answers to longer questions off-line in a word processing package and then copy and paste your answers into the form. This ensures that you can spell check your text and that you have a backup version of your answers.

- Be aware of the word/character limits in each section

- Make sure your application is tailored to the job you are applying for. One you have prepared before may not address all criteria in the person specification.

Job Description and Person Specification

- Read the Job Description and Person Specification carefully. Whether you are shortlisted for interview will depend on how well you can demonstrate that you meet the requirements for the role.

- Person Specification criteria is usually split between:

1. Technical requirements/experience/qualifications

2. Behavioural competencies

- Your supporting statement must address these criteria in up to 1500 words (10,000 characters, inc spaces)

Competency Framework

- A competency framework is a set of behaviours or skills that are essential for effective performance in an organisation, and that can be measured and observed.

- The GLA's competency framework is made up of behavioural competencies, which are concerned with HOW we perform our roles, HOW we apply our technical knowledge and meet our performance Objectives

Behavioural Competencies

Building Safety Senior Programme Officer role:

- Building and Managing Relationships

- Stakeholder Focus

- Problem Solving

- Planning and Organising

- Organisational Awareness

- Responsible Use of Resources

Within each competency level there are 4-6 behavioural indicators (indicators of effective performance) that are the essential behaviours needed to demonstrate that competency effectively.

Example from Person Specification

Competency:

Building and Managing Relationships

.. is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals.

Level 2 indicators of effective performance:

• Develops new professional relationships

• Understands the needs of others, the constraints they face and the levers to their engagement

• Understands differences, anticipates areas of conflict and takes action

• Fosters an environment where others feel respected

• Identifies opportunities for joint working to minimise duplication and deliver shared goals

Supporting Statement

- Refer to and think how to best evidence the key indicators of effective performance for each competency

- Use examples from your experience to demonstrate you have the required skills, knowledge and experience. You can use examples of your experience and knowledge gained from your current and previous employment, voluntary work, education, leisure interests and any other activities you consider relevant to the position.

- Using STAR response method (Situation, Task, Action, Result) allows you to provide concrete examples or proof that you possess the experience and skills for the job at hand. You'll be able to share examples of how you successfully handled situations at work.

- Avoid listing your role duties and responsibilities in your supporting statement; this should be covered in the employment history section of the application form.

Supporting Statement - DOs

- Make clear what you did – use 'I' not 'we'

- Describe your role and evidence the skills and abilities you used and the outcome

- Ensure your example is relevant and provides evidence of the skills and abilities sought

- Make your answer specific

- Describe your actions and your reasons for them

- Ensure spelling and punctuation is correct

Supporting Statement – DON'Ts

- Provide unnecessary detail

- Include generalisations, for example ' I am always considerate to my colleagues'

- Paraphrase the criteria, for example 'I speak and write effectively'

- Theorise, for example 'I would always deal with a complaint by…'