

## Application Form Guidance for Candidates

Behaviours are the actions and activities that people do which result in effective performance in a job. During the application process you will be asked to answer four behaviour-based questions which give you the opportunity to provide specific evidence of what you have done in the past. These questions relate to four behaviours that are critical to success in the role. Your response to each question should be no more than 250 words.

When responding to the questions it is important to:

- Briefly describe the background to the situation
- Outline exactly what you did and the things you considered when taking those actions
- Describe your specific role in the situation
- Ensure that you respond to all points covered in the question
- Write no more than 250 words for each behaviour

## Interview Guidance for Candidates

The interview will last for approximately 40 minutes and will cover key **behaviours** and **strengths** that have been identified as critical to success in the role.

**Behaviours** are the actions and activities that people do which result in effective performance in a job. During the interview you will be asked about the following behaviours:

- Communicating and Influencing
- Making Effective Decisions
- Delivering at Pace
- Managing a Quality Service

To prepare you can think about times when you have demonstrated these behaviours in the past, either inside or outside of work.

**Strengths** are the things that we do regularly, do well and that motivate us. During the interview we will be keen to learn about your natural strengths so you should be yourself and should not try to use pre-rehearsed answers, as we are interested in your natural responses. However, you may find it useful to think about the things that you enjoy the most, both in your personal and professional life.