



Department of  
**Agriculture, Environment  
and Rural Affairs**

**APPLICATION FORM**

**TEMPORARY PROMOTION OPPORTUNITY**

**DIVISIONAL VETERINARY OFFICER (DVO)**

**Closing Date: XX XXXXX 2024**

**Please complete the attached application form electronically without altering or extending the format or margins and using Arial font 12. Applications must be submitted in Word document format.**

The examples / evidence you provide in this form must relate to your own experience / performance and how this would be relevant to the demands of this post.

**PERSONAL DETAILS (To be completed by the applicant)**

**Title:**

**Forename:**

**Surname:**

**Branch:**

**Substantive Grade:**

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**SIGNED:**  **DATE:**

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**PROMOTABILITY SECTION (To be completed by Line Manager)**

I confirm that the above-named is currently deemed fitted for promotion and/or capable of carrying out the full range of duties of the post advertised.

Yes/No

**Name:**

**Grade:**

**Signature:**

**Date:**

## ASSESSMENT

**Please answer in the space provided (do not alter or extend form):**

Please provide evidence to demonstrate how you meet the following selection criteria:

**1. Changing and Improving (20 marks)**

Provide at least one example when you have identified a complex issue either in culture or in processes, and you have developed innovative solutions to address delivery concerns.

**2. Delivering Value for money (20 marks)**

Provide at least one example where you have identified potential for achieving better value for money, and steps you took to improve outcomes.

**3. Making Effective Decisions (20 marks)**

Provide at least one example of a time when you developed a recommendation or took a decision to address a complex problem.

**4. Managing a Quality Service (20 marks)**

Provide at least one example when you have delivered an efficient and effective quality service demonstrating evidence of planning and organising your time to take account of diverse customer needs.

**Please select the post/role you are applying for.**

- DVO Field
- DVO VPHP
- DVO Portal Operations
- DVO Programme

The competencies you are required to demonstrate when completing this application form are:

### **Changing and Improving (20 marks)**

People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. For all staff, it is about being open to change, suggesting ideas for improvements to the way things are done, and working in 'smarter', more focused ways. At senior levels, this is about creating and contributing to a culture of innovation and allowing people to consider and take managed risks. Doing this well means continuously seeking out ways to improve policy development and implementation and building a more flexible and responsive NICS. It also means making use of alternative delivery models including digital and shared service approaches where possible.

### **Delivering Value for Money (20 marks)**

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve a good mix of quality and effectiveness for the least outlay, thus reducing the risk of fraud and error. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money. At senior levels, effective people embed a culture of value for money within their area/function. They work collaboratively across boundaries.

### **Making Effective Decisions (20 marks)**

Effectiveness in this area is about being objective, using sound judgement, evidence and knowledge to provide accurate, expert and professional advice. For all staff, it means showing clarity of thought, setting priorities, analysing and using evidence to evaluate options before arriving at well reasoned, justifiable decisions. At senior levels, leaders will be creating evidence based strategies, evaluating options, impacts, risks and solutions. They will aim to maximise return while minimising risk

and to balance political, legislative, social, financial, economic and environmental considerations to provide sustainable outcomes.

### **Managing a Quality Service (20 marks)**

Effectiveness in this area is about being organised to deliver service objectives and striving to improve the quality of service, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality and efficient service, applying programme and project management approaches appropriately and effectively to support service delivery. At senior levels, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services.