

EXAMPLE — a worked HEO statement. Delete this banner; the words you submit must be your own.

STATEMENT OF SUITABILITY & BEHAVIOUR EXAMPLES

Higher Executive Officer — Example Department · Priya Sharma

STATEMENT OF SUITABILITY

I am applying for the Higher Executive Officer role because it combines policy analysis with delivery, which is where I do my best work. The advert asks for experience of managing competing priorities, writing for senior audiences, and improving services. In my current HEO role I lead a grant-processing review, draft ministerial submissions, and coordinate three directorates on a £3m programme, so I meet each of these directly.

[Continue, covering each essential criterion in the advert with brief evidence — aim for ~750–1,000 words.]

BEHAVIOUR EXAMPLES

Making Effective Decisions

Situation: Our team faced a growing grant-processing backlog with a fixed deadline and no extra staff.

Task: As HEO I had to decide how to clear it without lowering accuracy.

Action: I analysed where cases stalled, reprioritised the queue by risk, and proposed a triage step to my SEO with the data behind it. Once it was agreed, I rolled it out and briefed the team.

Result: We cut the backlog by 40% in four months with no rise in error rates, and the triage step became permanent.

↑ a clear personal decision, the evidence behind it, and a measurable result — this is what scores well.

Communicating and Influencing

Situation: Three directorates disagreed on how to report a shared £3m programme.

Task: I needed them to agree one reporting format without escalating to directors.

Action: I met each lead, found the common needs, drafted a single template, and showed each team how it saved them work.

Result: All three adopted it within two weeks, and director-level reporting became consistent for the first time.

↑ the result helps the wider organisation, and it shows influence without authority.

[Repeat for each behaviour the advert lists (often 3 to 5). ~250 words each.]

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