

**Appointments to the Board of the Crawford Art Gallery**

**Closing Date: 15:00 on Wednesday 24<sup>th</sup> April 2019**

**State Boards Division  
Public Appointments Service  
Chapter House, 26 – 30 Abbey Street Upper, Dublin 1**

**Telephone Number: 353 1 858 7441**

**Email: [info@stateboards.ie](mailto:info@stateboards.ie)**

stateboards.ie operates under the auspices of the Public Appointments Service and is committed to a policy of equal opportunity.

The Public Appointments Service (PAS), established under statute in 2004, provides an independent shared service in recruitment, assessment and selection to organisations across the Civil and Public Services. On 30 September 2014, the Government decided that the PAS should also be given responsibility for putting in place an open, accessible, rigorous and transparent system to support Ministers in making appointments to State Boards. Our dedicated website, [www.stateboards.ie](http://www.stateboards.ie), is the channel through which the PAS advertises vacancies on State Boards. It is also the means through which accomplished, experienced and qualified people, including people who might not previously have been identified as available for appointment, can then apply to be considered for particular vacancies.

## Membership of State Boards

High standards of corporate governance in all State Agencies, whether in the commercial or non-commercial sphere, are critical to ensuring a positive contribution to the State's overall social and economic development.

Members of State Boards are appointed to act on behalf of the citizen to oversee the running of the affairs of state bodies. State bodies must serve the interests of the taxpayer, pursue value for money in their endeavours (including managing risk appropriately), and act transparently as public entities. Members of State Boards, and the relevant management team, are accountable for the proper management of the organisation.

Board members should act on a fully informed basis, in good faith, with due diligence and care, and in the best interest of the State body, subject to the objectives set by Government. In that regard and in accordance with 13.2 of the Guidelines on Appointments to State Boards, "it is advisable that no member of a State Board should serve more than two full terms of appointment or should hold appointments to more than two State Boards."

The [Code of Practice for the Governance of State Bodies 2016](#) (the Code) provides a framework for the application of best practice in corporate governance by both commercial and non-commercial State bodies.

In order to be an effective contributor on a State Board it is recommended that members should:

- bring independent and objective scrutiny to the oversight of the organisation;
- be prepared to be challenging when necessary while being supportive to the delivery of organisational strategy and objectives;
- be equipped to offer considered advice on the basis of sound judgement and experience;
- be prepared to make a time commitment to their work commensurate with their role.

## Appointments to the Board of the Crawford Art Gallery

<b>Location:</b>	Crawford Art Gallery, Emmet Place, Cork
<b>Number of Vacancies:</b>	2
<b>Remuneration:</b>	Nil. Travel and subsistence is payable at appropriate Civil Service rates.
<b>Time Requirements:</b>	6 half day meetings per annum. There are also sub-committee meetings which take place a week before each Board meeting.

Candidate's attention is also drawn to the provisions of the Code in relation to Audit and Risk Committee membership which can be found [here](#).

### 1. Background

The Crawford Art Gallery, a National Cultural Institution and regional art museum for Munster, is dedicated to the visual arts, both historic and contemporary. Located in the heart of Cork City, beside the Opera House, the Gallery is a critical part of Ireland's cultural and tourism infrastructure, welcoming almost 200,000 visitors a year.

The Gallery's permanent collection comprises almost 4,000 works, ranging from eighteenth century Irish and European painting and sculpture, through to contemporary video installations. At the heart of the collection is a collection of Greek and Roman sculpture casts, brought to Cork in 1818 from the Vatican Museum in Rome. The collection is particularly strong in Irish art of the nineteenth and early twentieth centuries. Through its temporary exhibitions, publications and education programmes the Crawford Gallery is committed to fostering recognition, critical assessment, and acknowledgement of historical and contemporary art practice.

Further information on the Crawford Gallery can be found [here](#).

### 2. Functions of the Board

The Board is collectively responsible for promoting the success of the Gallery by leading and directing its activities. It provides strategic guidance to the Gallery, and monitors the activities and effectiveness of management. Board members should act on a fully informed basis, in good faith, with due diligence and care, and in the best interest of the State body, subject to the objectives set by Government. The Board delegates responsibility to the executive to direct and manage day to day activities of the Gallery.

The Board is supported by a Finance and Legal Subcommittee, Audit and Risk Subcommittee, Artistic Policy Subcommittee and Building and Development Subcommittee.

Current membership of the Board:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Anne Doherty	19/09/2014		19/09/2019	Board Member	Ex officio. Cork City Manager
Barrie O'Connell	15/03/2017		14/03/2022	Ordinary Member	PAS Process
Catherine Hammond	15/03/2017		14/03/2022	Ordinary Member	PAS Process
Gareth O'Callaghan	15/03/2017		14/03/2022	Ordinary Member	PAS Process
Josephine Browne	15/03/2017		14/03/2022	Ordinary Member	PAS Process
Karen Kelly	15/03/2017		14/03/2022	Ordinary Member	PAS Process
Mary Hegarty (Cllr.)	06/01/2016		05/01/2021	Board Member	Cork Education and Training Board nominee - Companies Act 1963 -2003 under the Articles of Association of the Crawford Art Gallery Cork
Rose McHugh	15/03/2017		14/03/2022	Chairperson	PAS Process
Susan McCarthy (Cllr.)	06/01/2016		05/01/2021	Board Member	Cork County Council Nominee Companies Act 1963-2003 Under the Articles of Association of the Crawford Art Gallery Cork
Tim Brosnan (Cllr.)	01/12/2006	03/02/2016	02/02/2021	Board Member	Cork City Council Nominee Companies Act 1963-2003 Under the Articles of Association of the Crawford Art Gallery Cork

### 3. Person Specification

The Minister for Culture, Heritage and the Gaeltacht invites applications from those who consider they possess the skills and experience necessary to join the Board of the Crawford Art Gallery.

Candidate's attention is drawn to the provisions of the Code in relation to the role of a Board member, where the principle states: -

- Each State body should be headed by an effective Board which is collectively responsible for the long-term sustainability of the body.
- Non-executive Board members should bring an independent judgement to bear on issues of strategy, performance resources, key appointments and standard of conduct.

Details on the role of Board Members can be found in Section 3 of the Code which can be found [here](#).

### ***Essential***

Applicants for these roles must demonstrate in their application relevant experience at an appropriately senior level in one or more of the following areas.

#### **Corporate Governance/Compliance/Risk Management**

Candidates for this role must have considerable experience of corporate governance/compliance/risk management. This should include significant experience at a senior level in an organisation in either public or private or other relevant sector to support effective management within the Crawford Art Gallery and to the highest of standards of governance and experience of Risk Management.

A recognised qualification in corporate governance and/or management would be an asset, as would previous experience as a member of a risk committee or internal audit function.

#### **Fundraising/Sponsorship/Philanthropy**

Candidates must demonstrate significant experience at an appropriately senior level and evidence of at least two or more of the following: -

- Fundraising, philanthropy and donor relations
- Advocacy in the cultural sector
- Public Relations and marketing
- Corporate partnerships

**This should include: -**

- Relevant experience in fundraising, sponsorship, corporate partnership and/or philanthropy in order to support the Gallery's ambitious programming.
- Experience of advocacy in the cultural sector
- Previous experience of an organisations negotiating and delivering significant capital investment projects.

### ***Desirable***

It is desirable, that part or all of the candidate's experience be in an area which would lead to familiarity with the work of the Crawford Art Gallery. Experience in the following areas would be desirable:

- an interest and engagement in Irish Art.
- Business experience with relevant connections that will support the Gallery in developing corporate partnerships to help realise the Gallery's ambitious
- Previous experience of Board membership.
- Previous experience of member of a Finance and Legal Subcommittee

The Minister shall have regard to the desirability for gender balance on the Board as the Minister considers appropriate and determines from time to time when making appointments.

In order to qualify for appointment a person must not have any conflicts of interest likely to interfere with his/her ability to assume the role of a member of the Board. Please give careful consideration to the possibility of any potential conflict of interest that may exist and address this in your cover letter. The Assessment Panel may decide, based on the perceived level of conflict, not to forward your name for consideration.

#### **4. Term of Appointment**

Appointments to the Board will be for an initial period of 5 years with an option to extend the term of engagement for a second term of 5 years, subject to:

- The membership of any member of the Board may be terminated by the Minister at any time, on the basis of reasons to be stated by the Minister.
- A member of the Board may resign his or her membership of the Board by notice in writing sent or given to the Minister, and the resignation shall take effect on the day on which the Minister receives the notice.
- Members of the Board shall, hold office upon such terms and conditions as the Minister may, with the consent of the Minister for Public Expenditure and Reform, from time to time determine.
- The roles and responsibilities of Board Members are described in the Revised Code of Practice for the Governance of State Bodies 2016 which is available on the website of the Department of Finance [Code of Practice for the Governance of State Bodies](#).
- A board member shall cease to be a member of the board if he or she is nominated as a member of Seanad Éireann, is elected as a member of either House of the Oireachtas or as a representative in the European Parliament.

#### **5. Submitting your Application**

Before submitting your expression of interest, please review the self-assessment questionnaire which can be found [here](#). This questionnaire is designed to help you in considering whether to submit an expression of interest - you are not required to submit the questionnaire as part of the application process.

Having considered the general suitability criteria for membership of a State Board, you should consider carefully how your background and experience fits with the specific appointment criteria set out in the Person Specification section in this booklet.

Your submission should be made via the following link [www.stateboards.ie](http://www.stateboards.ie) together with your **Curriculum Vitae** and a **cover letter** (see Appendix 1 of this booklet for help with the online process).

#### **IMPORTANT NOTE**

Please take care when submitting your expression of interest. As the Assessment Panel will generally make its recommendation(s) based on consideration of the documentation which you submit, it is most important that you do the following:

1. *Ensure your Cover Letter (and supporting CV) clearly specifies how your particular background and experience meets the requirements of the Authority position(s) specified in this booklet, and*
2. *That you fully answer any supplementary questions which are presented to you as part of our online application process.*

This will help ensure that the Assessment Panel is as informed as possible as to the basis for your candidature and why you believe you are a person who could potentially be appointed to this State Board. **Please only include information that is directly relevant to the particular role for which you are applying.**

If you have any questions regarding the application process please email [info@stateboards.ie](mailto:info@stateboards.ie).

## **6. Assessment Process**

An Assessment Panel (the “Panel”) will be convened by PAS to consider and assess the applications received by PAS. The Panel will:

- review and discuss the expressions of interest received against the specific appointment criteria for the role, as advertised in this Information Booklet;
- assess potential candidates further once they meet the specified appointment criteria by undertaking any or all of the following steps:
  - Consideration of the written applications; and/or
  - Meeting<sup>1</sup>/conference call; and/or
  - Referee checks; and/or
  - Any other selection or verification method deemed appropriate (this may include PAS requiring statutory declarations from shortlisted applicants as to the bona fides of the qualifications and experience contained in their applications).
- arrive at a shortlist of the most suitably qualified candidates (based on the information provided by the candidate) to be sent forward for consideration by the Minister.

Please note that the Public Appointments Service will not be responsible for any expenses incurred by candidates as part of our selection process.

## **7. Confidentiality**

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence. All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

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<sup>1</sup> The Public Appointments Service will not be responsible for refunding any expenses incurred by candidates.

## **8. Data Protection**

The Data Protection Act 2018 provides that the processing of personal data shall be lawful where such processing is necessary for the performance of a statutory function of a controller. PAS is mandated by statute under the Public Service Management (Recruitment and Appointments) Act, 2004 to act as the centralised assessment and selection body for the civil service and to carry out all the procedures necessary to undertake the recruitment, assessment and selection of suitable candidates for appointment. By submitting your personal data (including your name, address, contact details and details of your education and work history contained in your curriculum vitae and cover letter) via publicjobs.ie, you acknowledge that such data may be used by the Public Appointments Service and disclosed to and used by client departments, in connection with its statutory roles to assist and advise relevant Ministers in relation to appointments to the boards of State bodies. The information contained in your publicjobs profile is yours to manage, amend, update or delete as appropriate. For more detailed information on our Data Protection Policy, please see our [Code of Practice for the Protection of Personal Data in the Public Appointments Service](#).

If your application is assessed and you are considered to be suitable for appointment your c.v. and cover letter (and any additional supplementary information requested as part of the application process), will be forwarded to the State Board Liaison Officer in the relevant Department. Once it obtains your personal data, the Department will act as data controller of such data and will retain it for up to one year following the appointment/s. Unless you request the withdrawal of your application such data may be used in considering your suitability for other similar vacancies/roles that arise for a period of up to one year for this Board.

## APPENDIX 1

### Submitting your application:

In order to submit your application, you should take the following steps:

1. Go to [www.stateboards.ie](http://www.stateboards.ie).
2. On the bar at the top of the page click on "Available Appointments".
3. This brings you to a page with all our advertised vacancies. Select whichever position you would like to apply for (you are welcome to apply for more than one position if you wish).
4. On the relevant page please click on the "apply for position" button at the bottom of the page
5. This will bring you to a page on [www.publicjobs.ie](http://www.publicjobs.ie) and, if you already have a publicjobs.ie account, will prompt you for your username and password. If you do not have an account, you will be asked to create one.
6. Once you input your details you will be brought to a page where there is a prompt in the middle of the page which says "apply here". Click on the link to the online application form beside it.
7. A form will appear on your screen, some of the text boxes will be populated with information from your publicjobs.ie profile (Name, address etc.). You will need to complete the rest of the fields and enter your name and the date at the bottom of the form.
8. If there is a supplementary question, ensure that your response complies with the word limit and that it does not contain any special characters (i.e. %, & etc.) or you may receive an error message and will be unable to submit your application.
9. Click on "continue".
10. You will then be brought to a screen where you should upload your CV and Cover Letter. These are required documents and your application cannot be processed without them. Once you have selected these and uploaded them, please click on the "submit" button at the bottom of the page.
11. You will receive an e-mail confirmation (to the address listed in your publicjobs.ie profile) to confirm that your application has been submitted.

You must confirm that you do not have any conflicts of interest or legal impediment which would be likely to interfere with your ability to play a full part on the Board. You must also confirm that you can make yourself available to attend meetings and to carry out the duties of a Board member.