



**An Roinn Oideachais  
agus Scileanna  
Department of  
Education and Skills**

**Appointment as Chair to the Governing Bodies of  
Limerick Institute of Technology  
and  
Dundalk Institute of Technology  
Closing Date: 24<sup>th</sup> June 2019 at 3pm**

## Appointment as Chair to the Governing Body of an Institute of Technology

Applications are now invited from suitably qualified applicants for appointment by the Minister for Education and Skills to the position of Chairperson of the following Boards:

Title of Board	<b>Governing Body of Limerick Institute of Technology</b>
Remuneration	Nil. (Travel and Subsistence payable in accordance with approved public sector rates )
Board Meeting Location:	LIT, Limerick campus
Meeting Frequency	Governing Body meets 10 times a year.
Term of appointment	5 years

Title of Board	<b>Governing Body of Dundalk Institute of Technology</b>
Remuneration	Nil. (Travel and Subsistence payable in accordance with approved public sector rates )
Board Meeting Location:	DKIT, Dundalk campus
Meeting Frequency	Governing Body meets 10 times a year.
Term of appointment	5 years

### 1. Background Information

Limerick Institute of Technology (LIT) and Dundalk Institute of Technology (DKIT) are two of the Institutes of Technology (IOTs) in the State operating under the Institutes of Technology Acts 1992 to 2006. Both are designated as a higher education institution under the Higher Education Authority ([www.hea.ie](http://www.hea.ie)) and receives funding through the HEA.

#### ***Limerick Institute of Technology (LIT)***

The genesis of LIT was the Limerick School of Ornamental Art set up in 1852. A regional technical college for Limerick followed in 1974 which was legally designated an Institute of Technology in 1997.

The Institute has campuses in Limerick city, one in both Thurles and Clonmel in County Tipperary and a regional learning centre in Ennis, County Clare. The main campus is located at Moylish Park adjacent to Thomond Park and houses the Faculty of Applied Science, Engineering and Technology and the School of Business and Humanities. The School of Art & Design is located at the Clare Street and Clonmel campuses.

LIT offers courses at Level 6 (certificate) through Level 10 (PhD) whilst also catering for craft apprentices and adult and continuing education.

The Institute currently has approximately 6,000 full & part-time students, employing over 600 staff. It has an Annual Budget of approximately €70m.

## ***Dundalk Institute of Technology (DKIT)***

DKIT was established in 1970 as the Dundalk Regional Technical College before being subsequently legally designated an Institute of Technology and renamed the Dundalk Institute of Technology.

DKIT is located on a 90 acre campus situated on the Dublin Road, Dundalk, Co Louth.

DKIT has four academic Schools, each specialising in different areas, including Business and Humanities, Engineering, Informatics and Creative Arts and Health and Science. DKIT offers courses at Level 6 (certificate) through Level 10 (PhD) whilst also catering for a wide range of apprenticeship courses.

The Institute currently has almost 5,000 full and part-time students, employing over 490 staff. It has an Annual Budget of approximately €60m.

### **2. Functions of the Governing Body:**

The functions of the Governing Body of an Institute of Technology are as outlined in section 7 of the Institutes of Technology Acts 1992 to 2006. Section 7 of that Act outlines that;

7.— (1) The functions of the governing body of a college shall be, in pursuance of the functions of the college under section 5 but within the constraints of the college's budget under section 13—

- (a) to control and administer the land and other property of the college,
- (b) to appoint the Director and such other staff as it thinks necessary for the purposes of the college, and
- (c) to perform such other functions as are conferred on it by this or any other Act.

(2) For the purpose of the appointment of the Director under subsection (1)(b), the governing body shall develop such interview and other procedures as in its opinion will best ensure participation in the selection process by candidates of a high calibre from both within and outside of the college and shall publish such procedures in such manner as it considers appropriate.

(3) A governing body has, subject to this or any other Act, such powers as are necessary for the purposes of performing its functions.

(4) A governing body may, from time to time, appoint such and as many committees, consisting either wholly or partly of members of the governing body, as it thinks necessary to assist it in the performance of its functions and may assign to those committees such of its functions as it thinks fit.

(5) A committee appointed under subsection (4) shall operate in such manner as the governing body may direct and its acts shall be subject to confirmation by the governing body, unless the governing body otherwise directs.

(6) In performing its functions a governing body, or, where appropriate, a committee shall—  
(a) comply with such policy directions as may be issued by the Minister from time to time, including directions relating to the levels and range of programmes offered by the college,

- (b) have regard to the promotion and use of the Irish language as a language of general communication and promote the cultivation of the Irish language and its associated literary and cultural traditions,
- (c) have regard to the attainment of gender balance and equality of opportunity among the students and staff of the college and shall, in particular, promote access to education in the college by economically or socially disadvantaged persons, by persons who have a disability and by persons from sections of society significantly under-represented in the student body,
- (d) ensure as far as it can that the college contributes to the promotion of the economic, cultural and social development of the State and to respect for the diversity of values, beliefs and traditions in Irish society, and
- (e) have regard to the statutory responsibilities of other education providers.

### 3. Role of Chairperson

Maintaining high standards of governance in all aspects is a vital role of the Chairperson of a Governing Body of an Institute of Technology, given their pivotal role in society and in national economic and social development, as well as their reliance on public as well as private funding

The governance responsibilities of Governing Bodies are clearly set out in the Code of Governance for Institutes of Technology, published in January 2018 by the Technological Higher Education Association (THEA) and which can be found at the following link: <https://hea.ie/assets/uploads/2018/01/THEA-Code-of-Governance-of-Institutes-of-Technology-January-2018.pdf>. It is the Chairperson's responsibility to ensure that the Governing Body meets the objectives and complies with the requirements which are set out in the Code of Governance.

The Code of Governance also sets out other specific responsibilities of the Chairperson of a Governing Body. In addition to having responsibility for leadership of the Board and ensuring its effectiveness in all aspects of its functions, the Chairperson is also responsible for –

- Effective management of the Governing Body's agenda
- Promoting a culture of openness and debate by facilitating the effective contribution of key management and all Governing Body members.
- Ensuring that the Governing Body receive accurate, timely and clear information.
- Advising the Minister of skills requirements on the Governing Body in advance of a time when Governing Body vacancies are due to arise
- Ensuring that the Governing Body meets its Annual Reporting Requirements

### 4. Person Specification

Applications are now invited from suitably qualified applicants with a demonstrable interest in Higher Education, for the positions of

- (i) Chairperson of the Governing Body of Limerick Institute of Technology
- (ii) Chairperson of the Governing Body of Dundalk Institute of Technology.

Applicants **must** have:-

- A proven record of achievement at an appropriately senior level that demonstrates the necessary vision, leadership and management skills, as well as personal resilience;
- Prior experience of Board membership or of Chairing a Board
- Demonstrate that they possess the significant leadership capabilities and experience necessary to discharge the role of Chairperson;

- Have demonstrable experience of making difficult decisions, with significant consequences;
- Have strong judgement skills in order to analyse complex issues and facilitate sound decision-making;
- Be able to demonstrate the ability to plan, organise and use organisational resources effectively, as part of a clear results-driven approach;
- Have a proven track record in adopting and implementing best practice in governance, risk management and compliance;
- Have the ability to demonstrate high levels of professional and personal integrity and probity, imbued with a progressive public-sector ethos

It is also a requirement that applicants satisfy the criteria in **either or both** of the categories set out below -

**a. Finance and Budgeting**

Applicants must have significant senior level practical experience in finance and audit in a public or private organisation with a large annual budget or turnover as well as a qualification / membership of a professional body in the area. Previous experience of forensic accounting, sitting on an audit committee or administering/auditing a large and complex budget are desirable.

**b. Strategic Management and Organisational Development:**

Applicants must have significant senior level practical experience in developing and implementing medium to long-term strategy in a large public or private sector organisation and/or programme and project management.

**Conflicts of Interest:** *No current employee of any of the Institution and no current employee of any Higher Education Institution in Ireland will be considered for this position. This is to avoid, as far as possible, any appearance of a conflict of interest that could arise by a member of staff of a higher education institution holding a particular class, description or grade of position and, at the same time, being a chairperson of the Governing Body of an Institute of Technology.*

**5. Terms of Appointment:**

Appointment to the Governing Body will be for a period of five years with the possibility of serving a second term not exceeding five years. This is in line with the provisions of the Second Schedule of the Institutes of Technology Acts 1992 to 2006 the most relevant provisions of which are as follows:

The Second Schedule of the Institutes of Technology Acts 1992 to 2006 provides that:

2. (1) Each governing body shall have a chairman who may be designated by such title as the governing body may determine.
- (2) The chairman shall be appointed by the Minister and may be removed from office by the Minister.
- (3) The chairman may, at any time, resign from office as chairman by letter addressed to the Minister and the resignation shall take effect from the date on which the letter is received.

(4) Subject to the provisions of this Act, the chairman shall hold office on such terms and conditions as the Minister may, at the date of the appointment, decide.

3. (5) A member (including the chairman) whose term of office expires by effluxion of time shall be eligible for reappointment.

4. (1) A member (including the chairman...) shall hold office for a period not exceeding five years.

There are a number of specific exclusions of persons from eligibility to be a member of the Governing Body of an Institute of Technology. These are detailed in Sections 6 (1) and 6 (2) of the Second Schedule of the Institutes of Technology Acts 1992 to 2006 which provides that:

6. (1) Where a member of a governing body—

(a) is nominated as a member of Seanad Éireann, or

(b) is elected as a member of either House of the Oireachtas or as a representative in the European Parliament, or

(c) is regarded pursuant to section 13 (inserted by the European Assembly Elections Act, 1984) of the European Assembly Elections Act, 1977, as having been elected to the European Parliament to fill a vacancy, or

(d) is adjudged bankrupt or makes, under the protection or procedure of a court, a composition or arrangement with creditors, or

(e) is sentenced to a term of imprisonment by a court of competent jurisdiction, or

(f) who was appointed on foot of an election by the academic staff or by non-academic staff of the college, ceases to be a member of such staff,

that member shall thereupon cease to be a member of the governing body.

6. (2) A person shall not be eligible to be a member of a governing body if that person—

(a) is for the time being entitled under the Standing Orders of either House of the Oireachtas to sit therein, or

(b) is for the time being a member of the European Parliament, or

(c) is an undischarged bankrupt, or

(d) within the immediately preceding three years has, under the protection or procedure of a court, made a composition or arrangement with creditors, or

(e) within the immediately preceding five years, has been sentenced to a term of imprisonment by a court of competent jurisdiction.

## 6. Submitting your expression of interest

Having considered the general suitability criteria for Chairperson of the Governing Body, you should consider carefully how your background and experience fits with the specific appointment criteria set out in **Section 5 - Person Specification** in this booklet.

If you wish to be considered for appointment, you can submit your expression of interest by emailing your detailed Curriculum Vitae and a Cover Letter to [boardvacancies@education.gov.ie](mailto:boardvacancies@education.gov.ie). Documents must be submitted in Microsoft Word or PDF document format only.

Alternatively, you can post your expression of interest to the following address:

**Higher Education Governance and Funding,  
Department of Education and Skills,  
Portlaoise Road,  
Tullamore,  
Co Offaly.**

## R35 Y2N5

The closing date for the receipt of Expressions of Interest is 24th June 2019 at 3pm.

Only Expressions of Interest received by the closing date and time will be considered. If a candidate submits more than one application, the last one received prior to the closing date and time is the version that will be considered.

### 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 Board positions specified in this booklet.*
- 2. 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.*
- 3. Clearly identify the Chair position(s) you are expressing an interest in being considered for.*

*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 Board.*

### 7. Assessment Process

An Assessment Panel (the "Panel") will be convened by the Department of Education and Skills to consider and assess the Expressions of Interest received.

The Panel will:

- review and discuss the Expressions of Interest received against the specific appointment criteria for the role;
- assess potential appointees 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/conference call; and/or
  - Referee checks;
  - Any other selection method deemed appropriate.
- compile a list of people deemed suitable for appointment which will then be sent forward for consideration by the Minister.

If you have any questions regarding the application process, please email [boardvacancies@education.gov.ie](mailto:boardvacancies@education.gov.ie)

## **8. 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, may be extracted from computer records for general statistical purposes.

## **9. Data Protection**

The Department of Education and Skills is committed to protecting your personal data and takes the security of your information very seriously, adhering to the principles of transparency, accountability and security of the General Data Protection Regulation.

Additional information on the General Data Protection Regulation is available at the following [link](#).