



**Appointments to the Board of the Arts Council**

**Closing Date: 15:00 on 3<sup>rd</sup> September 2019**

**State Boards Division  
Public Appointments Service  
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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 Arts Council

<b>Location:</b>	Dublin
<b>Number of Vacancies:</b>	3
<b>Remuneration:</b>	€5,985 (It should be noted that in line with the 'One Person One Salary' principle, no public servant will be entitled to receive remuneration in the form of board fees, save for situations that are statutorily provided for e.g. Worker Directors). Travel and subsistence is payable at appropriate Civil Service rates.
<b>Time Requirements:</b>	6 statutory meetings of the Board. The meetings are usually held during the day, between the hours of 9am and 3pm. Additional special purpose meetings also occur and are usually held in the evening. During 2018, there were eight such meetings. Members will also be required to Chair at least 3 'peer panels' annually which meet to decide on the allocation of funding across artforms. On joining the Board, induction will be provided to new members on key aspects of their role. New members should be prepared to set aside a number of mornings/ afternoons for training and induction

Candidates' 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

Established in 1951, the Arts Council/An Chomhairle Ealaíon is the government agency, for supporting and developing the arts in Ireland. The Council recognises that the arts have a central and distinctive contribution to make to our evolving society

The Arts Council, established under the Arts Act 2003, has 12 members and a chair, appointed by the Minister for Culture, Heritage and the Gaeltacht for a term of five years.

The Arts Council's core functions under the Arts Act 2003 are to:

- stimulate public interest in the arts;
- promote knowledge, appreciation and practice of the arts;
- assist in improving standards in the arts;
- advise the Minister and other public bodies on the arts.

The Arts Council's mission is to lead the development of the arts in Ireland which it does in four ways:

1. advocate the importance and value of the arts and promote their practice and development.
2. advise Government and others on the arts as required by the Arts Act.

3. invest public monies allocated by Government in supporting artists and arts organisations to make work of excellence and in other actions consistent with our remit.
4. work in partnership with the Department of the Culture, Heritage and the Gaeltacht and with other Government Departments as well as with local government and with agencies and organisations within and beyond the cultural sector.

The Arts Council's 10 year strategy, *Making Great Art Work 2016-2025* will be implemented through three three-year plans starting in 2017.

*Making Great Art Work Three-Year Plan 2017-2019* is a strategy of change and renewal which will

- Review and enact new models of investment in the work of artists and arts organisations;
- Develop partnerships both within and outside the arts sector to build greater public engagement in the arts;
- Measure the effects of investment;
- Develop capacity to support and renew the arts sector

More information about the strategy is available at: <http://www.arts council.ie/arts-council-strategy>

## **2. Functions of the Board**

The Board of the Arts Council is responsible for setting the overall strategic direction of the Arts Council as well as ensuring the orderly operation of its business including compliance with its statutory obligations comprising the requirements of all applicable legislation and guidelines, including the Arts Act 2003, the Ethics in Public Office Act 1995 and the Standards in Public Office Act 2001 and the Code of Practice for the Governance of State Bodies 2016.

Other matters reserved for the Board include:-

- all grants
- the annual financial plan
- capital or non-routine expenditures exceeding €20,000
- disposals exceeding €20,000 for any one item or related items
- appointment of service providers or consultants where the cumulative value of the contract exceeds €50,000 or is expected to do so
- appointment of the Director
- such other matters as the Council may from time to time decide

The Board is assisted in the discharge of its responsibilities by a number of sub-committees which include:

- Audit and Risk
- Business and Finance
- Policy and Strategy.

Depending on the successful candidates' specific area of expertise, he/she will be expected to sit on at least one of these sub-committees.

The current membership of the Board is as follows: -

<b>Name (a-z)</b>	<b>First Appointed</b>	<b>Expiry Date</b>	<b>Position type</b>	<b>Basis of appointment</b>
Prof. Kevin Rafter	12/6/2019	11/06/2024	Chair	PAS Process
Dónall Curtin	05/12/2018	04/12/2023	Ordinary Member	PAS Process
Fearghus Ó Conchúir	23/07/2018	13/12/2021	Ordinary Member	PAS Process
Helen Shaw	14/12/2016	13/12/2021	Ordinary Member	PAS Process
Loughlin Deegan	14/12/2016	13/12/2021	Ordinary Member	PAS Process
Martina Moloney	14/12/2016	13/12/2021	Ordinary Member	PAS Process
Paddy Glackin	14/12/2016	13/12/2021	Ordinary Member	PAS Process
Padraig O Duinnin	14/12/2016	13/12/2021	Ordinary Member	PAS Process
Mark O'Kelly	18/07/2018	27/01/2024	Ordinary Member	PAS Process
Sinead Moriarty	18/07/2018	27/01/2024	Ordinary Member	PAS Process

### 3. Person Specification

The Minister for Culture, Heritage and the Gaeltacht invites applications from suitably qualified candidates to fill 3 positions on the Board of the Arts Council.

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

Candidates must demonstrate evidence of experience at an appropriately senior level in any one of the following areas:-

#### A. Business/Management

Candidates must demonstrate in their application evidence of:

- Senior management business/management experience including experience of HR, industrial relations **and/or**

- Strategy development and change management within a complex organisation/environment

## **B. Young People, Children and Education**

Candidates must demonstrate in their application evidence of:

- A professional/academic background which demonstrates an understanding of the role of the arts in supporting the artistic and personal development of young people and children **and/or**
- A professional/academic background which demonstrates a knowledge of the formal, non-formal or third-level education system and structures in Ireland and the place of the arts within it **and/or**
- Experience of advocating the role of the arts in the lives of children and young people in public policy making in Ireland.

## **C. Diversity, Equality and Inclusion**

Candidates must demonstrate in their application evidence of:

- Experience of advocating for greater diversity and inclusion in public services nationally or internationally specifically in the arts **and/or**
- Direct experience of participation in or delivering programmes and/or projects with minority groups/new communities/disadvantaged groups.

It is **desirable that all applicants** demonstrate evidence of the following:

- Understanding and knowledge of the arts sector in Ireland.
- Experience of Board Membership
- Understanding of the role of a state agency and the compliance responsibilities for board members.

The legislation underpinning the Board specifies that the Arts Council should, at any time, have at least six members who are women and six who are men, the remaining place can be taken by either gender. Please note that appointments will be made with regard to this requirement. Therefore, whilst the three existing vacancies on the Arts Council are required by legislation to be filled by females, a panel will be put in place for up to 12 months from the date appointments are made, from which any additional vacancies that may arise will be filled.

Governance principles dictate that members of the Arts Council may not serve concurrently in or on the boards of organisations which apply for or receive funding from the Council.

In order to qualify for appointment a person must not have any legal impediment or 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 up to 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, subject to the provisions of this Schedule, 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, elected to the European Parliament, or becomes a member of a local authority.

## 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.

**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.**

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/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 suitable candidates 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.

## **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](http://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](http://publicjobs.ie) 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. Click on "continue".
8. 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.
9. 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.