

Appointments to the Board of the National Concert Hall

Closing Date: 15:00 on Monday 13th January 2020

**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, 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 National Concert Hall

Location:	Dublin
Number of Vacancies:	up to 4
Remuneration:	Nil. Travel and subsistence is payable at appropriate Civil Service rates.
Time Requirements:	Approximately 6 full day meetings per annum. Candidates may also be appointed to a sub-committee and these meet 6 times per annum. Additional time will be required for preparatory work.

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 National Cultural Institutions (National Concert Hall) Act, 2015 was enacted in December 2015. It provided for the creation of a new statutory body, An Ceoláras Náisiúnta, the National Concert Hall. The body was established on 1 February 2016.

Ireland's National Concert Hall is regarded by performing artists as one of the finest concert halls in Europe. At the heart of Dublin's city centre, it boasts a thrilling programme of the world's greatest performers and Ireland's finest musicians.

There are weekly performances by the resident orchestra, the RTÉ National Symphony Orchestra, as well as a range of performances and activities covering classical, opera, traditional, jazz, musicals, popular music, and education and community outreach.

The vision for The National Concert Hall is that of a world-leading auditorium and centre of excellence for the performing arts in Ireland.

The National Cultural Institutions (National Concert Hall) Act 2015 provides that the principal functions of the NCH shall be –

- (a) to provide and operate, having regard to international standards and good practice, the national venue for the performance, appreciation and enjoyment of musical, creative, artistic and cultural activities including the promotion of concerts and recitals of artistic, educational and cultural value,
- (b) in the public interest, to promote and support the performance, knowledge, appreciation, creation and enjoyment of music as an integral part of Irish life,
- (c) to entertain, educate and engage the public through musical experiences, and
- (d) to encourage and promote inclusivity, participation, creativity, experimentation and involvement in music through engagement with diverse individuals and communities as performers, participants, composers or audience members.

2. Functions of the Board

The Board is collectively responsible for promoting the success of the National Concert Hall by leading and directing its activities. The Board delegates responsibility to the executive to direct and manage the day to day business of the organisation.

Section 9(1) of the Act states that:

“Subject to this Act, the Board shall have power to do anything that appears to it to be requisite for, advantageous or incidental to, or to facilitate, the performance of the functions of the NCH, including the making of arrangements with any person to assist the NCH in the proper discharge of any of its functions.”

Further information on the National Concert Hall can be found here www.nch.ie.

Current composition of the Board: -

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Don Thornhill	24/06/2016		23/06/2021	Board Member	PAS Process
Eleanor McEvoy	24/06/2016	24/6/2019	23/06/2024	Board Member	PAS Process
Gerard Gillen	24/06/2016		23/06/2020	Board Member	PAS Process
James Cavanagh	24/06/2016		23/06/2020	Board Member	PAS Process
John Reynolds	24/06/2016	24/6/2019	23/06/2024	Board Member	PAS Process
Maura McGrath	15/04/2014	24/06/2016	23/06/2021	Chair	PAS Process
Máire O'Connor	24/06/2016		23/06/2021	Board Member	PAS Process
Rebecca Gageby	15/04/2014	24/06/2016	23/06/2020	Board Member	PAS Process

3. Person Specification

The Minister for Culture, Heritage and the Gaeltacht invites applications from suitably qualified candidates to fill a number of vacancies on the Board of the National Concert Hall.

All Directors must have the specific skills required as set out in section 10(2) (a) of the National Cultural Institutions (National Concert Hall) Act 2015 as follows:

The chairperson and ordinary members of the Board shall be appointed by the Minister, from among persons who, in the Minister's opinion, have experience of, and expertise in matters connected to music, dance, the arts, finance, business, administration, marketing, fund raising, philanthropy, corporate governance, human resources or venue management.

In order to ensure a mix of complementary skills and experience in line with Section 10(2) (a) above the Minister may choose to appoint from any or all of the profiles listed below.

In accordance with Section 10(4) of the Act, of the members of the Board, not less than 4 shall be men and not less than 4 shall be women.

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.

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](#).

Candidates must demonstrate evidence in their application of experience, at an appropriately senior level, in a complex organisation in one of the following areas:

1. People Management and Leadership

- A career history which would demonstrate experience of industrial and employee relations matters in a large complex environment;
- Talent Management/Succession Planning/Manpower Planning experience in a transformation context
- Proven track record in best-in-class people related processes with relevance for multi-stakeholder engagement

2. Audit/Financial Governance/Compliance

Significant professional knowledge and experience in the areas of management accounting, budgeting, auditing and ideally including the mechanisms and processes for the funding of statutory bodies in Ireland including : -

- A relevant professional qualification and membership of professional accountancy body
- Experience at an appropriately senior level in an organisation of scale, preferably including membership of the audit and risk committee.
- Knowledge of, and experience in engaging with the audit process, including that are employed by the Comptroller and Auditor General.
- Substantial knowledge, other than the above, in areas relevant to exemplary financial governance, compliance and statutory audit.

3. Fundraising/Business Development

Candidates applying under this category must demonstrate in their application evidence of: -

- A successful career history at an appropriately senior level in a commercial organisation of scale.
- Experience in project appraisal/assessing business opportunities with a proven ability to challenge constructively; **and/or**
- Proven experience of business development and fundraising strategies
- Proven capability in stakeholder engagement and management.

4. Organisational Transformation and Change

Candidates applying under this category must demonstrate in their application evidence of: -

- A successful career history at an appropriately senior level in a commercial organisation or public service body of scale.
- Experience in project appraisal/assessing business opportunities with a proven ability to challenge constructively.
- Experience of restructuring/transformation processes including programme and project management.
- Experience in project appraisal/assessing business opportunities with a proven ability to challenge constructively

Desirable:

- A demonstrable understanding and knowledge of the work of the National Concert Hall;
- Experience of Board Membership;
- A demonstrable understanding of the role of a State Agency and the compliance responsibilities for board members.

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 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, 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.

Your submission should be made via the following link 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.

5. 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 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.

6. 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.

7. 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.
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 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.