



An Roinn Oideachais agus Scileanna Department of Education and Skills

Expressions of interest to serve as Members of University Governing Authorities and on the Board of Comhairle Bhéaloideas Éireann (the Folklore Council of Ireland)

The Minister for Education and Skills is seeking expressions of interest from suitably qualified candidates for consideration for nomination as Ministerial appointees to a number of University Governing Authorities and to An Comhairle Bhéaloideas Éireann (the Folklore Council of Ireland).

1. Positions Available

The Minister for Education and Skills intends making a number of appointments to fill **current** ordinary member vacancies in the following institutions:

Institution	Position	Term of Office	No of Vacancies
University College Cork	Ordinary Member	5 years	4
Trinity College Dublin	Ordinary Member	5 years	1
National University of Ireland, Maynooth	Ordinary Member	5 years	2

University College Dublin	Ordinary Member	4 years	3
Folklore of Ireland Council – Comhairle Bhéaloideas Éireann	Ordinary Member	3 years	4

2. Legislative/Governance Provision for Universities

2.1 Governing Authorities Legislation:

Governing authorities of higher education institutions, such as Universities, have statutory roles and the institutions which they govern have high levels of autonomy which makes the role of the Governing Authority even more important in terms of governance and accountability.

The following legislative provisions apply to the appointment of ordinary members to Governing Authorities of Universities:

- Section 16 (3)(c) of the Universities Act, states that “subject to subsections (8) and (9), the same number of persons as chosen in accordance with paragraph (a), who shall be appointed by the Governing Authority on the nomination of the Minister, after consultation by the Minister with the Chief Officer”.
- In accordance with Section 16(9) of the Universities Act, the Minister is requested to ensure that there are at least 2 members of the Governing Authority chosen or to be appointed from his own nominees or the external representative organisations who, in the opinion of the Minister, are representative of business or industry.
- Section 16(7) of the Universities Act, 1997 provides that the Minister’s nominees, the nominees of the representative organisations, the nominees of the cultural and artistic interests and the graduates cannot be employees or students of the university, except where the current Governing Authority waives the restriction.

Relevant legislative provisions can be found at the link below:-

<http://www.irishstatutebook.ie/1997/en/act/pub/0024/index.html>

2.2 Functions of a Governing Authority for a University:

The role of the Governing Authority is governed by Section 18 of the Universities Act 1997 which sets out the following functions:

- (a) to control and administer the land and other property of the university,
- (b) to appoint the chief officer and such other employees as it thinks necessary for the purposes of the university,
- (c) subject to this Act and its charter, if any, statutes and regulations, to determine the membership from time to time of the governing authority, and
- (d) to perform such other functions as are imposed on it by or under this or any other Act or by its charter, if any, statutes and regulations.

2.3 Code of Governance for Irish Universities:

Members of Governing Authorities will be required to comply with provisions of the Code of Governance for Irish Universities 2019.

The Code of Governance for Irish Universities is available to view / download from:
<https://www.iua.ie/wp-content/uploads/2019/09/Code-of-Governance-for-Irish-Universities-30.09.19.pdf>

3. Remuneration

All of the positions advertised are unremunerated. Members of the Governing Authorities of the Universities and the Board of Comhairle Bhéaloideas Éireann may claim travel and subsistence expenses in respect of journeys undertaken to attend meetings of the Authority and to transact its business. All expenses are paid in accordance with approved public sector rates or in line with University policy for external members of the Governing Authority.

4. Requirements of Appointment

Members are required to devote as much time to duties of the Governing Authorities or the Board as is necessary for the proper and efficient discharge of their duties. Specific details in respect of each individual institution is set out below.

5. Persons Sought

Appointments to University Governing Authorities

Expressions of interest are now sought from suitably qualified candidates for consideration for the membership of the Governing Authorities outlined on Page 1. Candidates should have a career history at a sufficiently senior level in a complex organisation of scale and equivalent business experience of relevance to Governing Authority membership, in one or more of the following areas:

- Expertise in higher education systems both nationally and internationally
- Experience of effectively managing large organisations in a challenging and complex environment in either the public or private sector
- Corporate Governance and Compliance
- Accountancy and Financial Management
- Audit and Risk Management
- Human Resource Management
- Organisational Development and Change Management
- Programme and Project Management
- Public Procurement and competitive processes
- Administrative, Information, Public and Tax law
- Regulation
- Risk Management
- Communications and Marketing
- Fundraising, Philanthropy and Alumni engagement
- Community Engagement and Advocacy

The individual Universities have also indicated that candidates with expertise in particular areas would be particularly desirable, details of which are also outlined further in this booklet.

Appointments to Comhairle Bhéaloideas Éireann

Expressions of interest are also sought from suitably qualified candidates for consideration for membership of the Board of Comhairle Bhéaloideas Éireann. Candidates should have a demonstrable interest in the work of Comhairle Bhéaloideas Éireann and experience of relevance to Comhairle Bhéaloideas Éireann in one or more of a number of areas which are outlined further in this booklet.

6. Detailed Information

University College Cork

Background Information

University College Cork (UCC) is one of four constituent universities of the National University of Ireland. Founded in 1845, UCC is one of Ireland's oldest institutes of higher learning. UCC currently enrolls over 20,000 students. The University has a current enrolment of approximately 16,000 undergraduate students (full and part time). In addition, 3,000 full and part time students are enrolled in one or more of the University's postgraduate courses. UCC's student-body includes over 1,000 international students representing 60-plus countries worldwide.

More information on UCC is available on their website, www.ucc.ie

Persons Sought

In addition to demonstrable experience of relevance to Governing Authority membership in one or more of the areas outlined on page 3 and 4, the University has indicated that experience of relevance in one or more of the following areas would also be desirable:

- *Finance*
- *Governance and Compliance*
- *Infrastructure development*
- *Public procurement*
- *Philanthropy,*
- *Commercial Revenue generation*
- *IT and Cybersecurity*
- *Emergency planning*

Requirements of Appointment

The Governing Authority meets a minimum of 6 times per year with meetings typically of 4 hours duration (from 9.30 to 1.30 pm). Preparation time for scheduled meetings would usually be in the order of 4-6 hours. Meetings are typically held at UCC but occasionally meetings are held in Dublin at the other UCC owned venues.

Members of the Governing Authority may be appointed to one or more of the Governing Body's committees, with each typically entailing 6 half day meetings per annum, requiring 2-4 hours preparation time. Potential Governing Authority members should expect to devote 34-56 hours per annum to their role as a member.

Trinity College Dublin

Background Information

Trinity College Dublin (TCD) is the fourth largest university in the State located in Dublin's city centre. TCD is home to over 16,000 undergraduate and postgraduate students across all the major disciplines in the arts and humanities, and in business, law, engineering, science, and health sciences. The University has a current enrolment of approx. 11,800 undergraduate students (full and part time). In addition, 4,800 full and part time students are enrolled in one or more of the University's postgraduate courses. TCD's widely diverse student-body includes 3,000 international students representing 117 countries worldwide.

More information on TCD is available on their website, www.tcd.ie

Persons Sought

In addition to demonstrable experience of relevance to Governing Authority membership in one or more of the areas outlined on page 3 and 4, the University has indicated that experience of relevance in one or more of the following areas would be desirable:

- *Programme and Project Management with particular emphasis on experience in respect of large capital projects/construction*
- *Impact of research on society*

Requirements of Appointment

The Governing Authority meets once a month between September and June. There are two meetings in April and the provision for 2 (if needed) in June. The time commitment for attendance is approximately 10-11 half days, along with reading time, and any extra work associated with membership of Governing Authority committees. Governing Authority meetings are normally 3 hours in duration and require approximately 3 hours preparation time.

Governing Authority members can be asked to serve on sub-committees. Such committees tend to meet 4-6 times per academic year with meetings lasting from 1-2 hours. The meetings take place in the Trinity Board Room, Trinity Business School.

National University of Ireland, Maynooth

Background Information

Maynooth University (MU) is an internationally recognized institution located 25 kilometers outside of Dublin and is one of four constituent universities of the National University of Ireland. MU has a current enrolment of approximately 10,169 undergraduate students (full and part time). In addition, 2,071 full and part time students are enrolled in one or more of the University's postgraduate courses. MU's student-body includes 690 international students representing 56 countries worldwide.

More information on MU is available on their website, www.maynoothuniversity.ie

Persons Sought

In addition to demonstrable experience of relevance to Governing Authority membership in one or more of the areas outlined on page 3 and 4, the University has indicated that experience of relevance in one or more of the following areas would be desirable:

- *Financial governance*
- *Audit and risk management*
- *Oversight of major capital projects*

Requirements of Appointment

The Governing Authority meets six times per year. A member of the Governing Authority will often be a member of one sub-committee of Governing Authority – sub-committees normally meet four to six times per year. The meetings of Governing Authority and its sub-committees are held in Maynooth, are typically 2-3 hours long and require 2-3 hours preparation.

University College Dublin

Background Information

Founded in 1854, University College Dublin (UCD) is located in Belfield, Dublin 4 and is the largest university in the State. The University has a current enrolment of 18,394 undergraduate students (full and part time). In addition, 8,114 full and part time students are enrolled in one or more of the University's postgraduate courses. UCD's student-body includes 4,304 international students representing 103 countries worldwide.

More information on UCD is available on their website, www.ucd.ie

Persons Sought

In addition to demonstrable experience of relevance to Governing Authority membership in one or more of the areas outlined on page 3 and 4, the University has indicated that experience of relevance in one or more of the following areas would be desirable:

- *Finance*
- *Human Resource*
- *Strategy or Change Management*
- *Estate and Capital Development*
- *Technology/Digital/Cyber transformation*

Requirements of Appointment

The Governing Authority meets 6 times per year, with ordinary meetings taking approx. 2.5 hours and one strategy meeting ranging from one half day to two days duration. Meetings normally require approximately a half days' review time. Meeting packs are around 200-400 pages in length and are circulated in advance of a meeting.

Governing Authority members are invited to express interest in joining sub-committees but are not required to do so. Indicative time commitment is equivalent to the commitment for membership of the Governing Authority. Meetings are normally held on the UCD Belfield campus, but from time to time are held at other sites associated with the University (typically in Dublin).

Comhairle Bhéaloideas Éireann

Background Information

Comhairle Bhéaloideas Éireann (Folklore of Ireland Council) serves as an advisory body to the National Folklore Collection, UCD, and has three main functions. They are:

- arranging for the cataloguing, editing and publication of material from the collection of books, manuscripts, other documents and recordings relating to folklore deposited, or to be deposited, in the National Folklore Collection.
- arranging for the appropriate access to, and use of, this material.
- administering the funds which the Department of Education has made, and will make, available towards the cost of cataloguing, editing and publishing Irish Folklore and studies relating thereto.

Comhairle consists of ten members, appointed by the President of University College Dublin including not more than four persons to be nominated by the Minister for Education. Each member holds office for a term of three years, renewable at the discretion of the President of University College Dublin and of the Minister for Education in the case of the members nominated by them.

More information regarding Comhairle Bhéaloideas Éireann is available on their website, www.comhairlebheal.ie

Persons Sought

Candidates engaged in Culture and the Arts would be highly desirable. Candidates should have a demonstrable interest in the work of Comhairle Bhéaloideas Éireann and experience of relevance to Comhairle Bhéaloideas Éireann in one or more of the following areas:

- Expertise in higher education systems both nationally and internationally
- Experience of effectively managing large organisations in a challenging and complex environment in either the public or private sector
- Corporate Governance and Compliance
- Accountancy and Financial Management
- Audit
- Human Resource Management
- Organisational Development and Change Management
- Programme and Project Management
- Public Procurement and competitive processes
- Administrative, Information, Public and Tax law
- Regulation
- Risk Management

- Communications and Marketing
- Fundraising, Philanthropy and Alumni engagement
- Community Engagement and Advocacy

Requirements of Appointment

Board meetings are held in the National Folklore Collection, UCD, Newman Building, Belfield, Dublin 4.

The average duration of meetings is approximately one hour.

A publications subcommittee, comprising of the NFC Director, two Comhairle members and the editor of *Béaloides*, meets on a quarterly basis to discuss and review potential publications. Editorial responsibility lies with the NFC Director, but direct responsibility for editing of a particular publication may be assigned to an individual member of the committee.

7. How to Apply

To be considered for nomination as a Ministerial appointee to any of the Governing Authorities outlined in this booklet or to the Board of Comhairle Bhéaloideas Éireann, please submit by email the attached application form, a cover letter and a curriculum vitae, no later than 3.00pm on 21st February 2020, to boardvacancies@education.gov.ie.

Please note the following important points:

- Please take care when submitting your expression of interest as the Assessment Panel will generally make its recommendation(s) to the Minister based on consideration of the documentation which you submit. It is therefore most important that you ensure your cover letter (and supporting CV) clearly specifies how your particular background and experience meets the requirements of the Governing Authorities and/or the Board of Comhairle Bhéaloideas Éireann positions specified in this booklet. This will help ensure that the Assessment Panel is as informed as possible as to the basis and suitability of your candidature.
- You must also 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 Governing Authority or the Board of Comhairle Bhéaloideas Éireann. You must also confirm that you can make yourself available to attend meetings and to carry out the duties of a Governing Authority member or member of Comhairle Bhéaloideas Éireann.
- The selection process may include a short-listing process dependent on numbers of applications received.
- In making nominations, and in line with best practice as set out in the Guidelines on Appointments to State Boards, it should be noted that it is open to the Minister to consider suitable nominees other than those identified through this process, provided his preferred nominee meets the specified criteria.
- The Minister shall have regard to the desirability for gender balance on the Governing Authority as the Minister considers appropriate and determines from time to time when making appointments.

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.

If your application is assessed and you are considered to be suitable for consideration for appointment your curriculum vitae and cover letter (and any supplementary information requested as part of the application process), will be retained for up to one year following the appointments. In the event that you are not successful on this occasion, your data may be retained for a period of up to one year and used in considering your suitability for other similar vacancies/roles that may arise within that period.

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

Department of Education and Skills

January 2020

APPLICATION FORM

Part One: Contact details

Full Name: _____

Address: _____

Phone: _____

Email: _____

Part Two: Available Positions:

Please indicate in the table below the Governing Authority (or Authorities) you are interested in being considered to serve on. If you are interested in being considered for more than one of the positions advertised please also indicate your order of preference from 1 – 5 (with 1 being your first preference, 2 your second etc).

I WISH TO BE CONSIDERED FOR THE POSITIONS INDICATED BELOW (TICK ALL THAT APPLY)		ORDER OF PREFERENCE
University College Cork		
Trinity College Dublin		
National University of Ireland, Maynooth		
University College Dublin		
Folklore of Ireland Council – Comhairle Bhéaloideas Eireann		

Part Three: Retention of Data

Do you consent to your data being retained by the Department of Education & Skills for a period of up to one year from date of application to be used in considering your suitability for other similar vacancies/roles that may arise within that period? (Please circle)

Yes / No

Signature of applicant: _____

Date: _____