



Appointments to the Board of Screen Ireland

Closing Date: 15:00 on Friday 6th November 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 Screen Ireland

Location:	Dublin & Galway
Number of Vacancies:	Currently 4. Further vacancies arising will be filled from this campaign.
Remuneration:	Nil. Travel and subsistence is payable at appropriate Civil Service rates.
Time Requirements:	8-10 half day meetings per annum. Successful candidates may be appointed to one of the three sub-committees which are Gender Equality and Diversity, Audit and Risk and Skills Development. The Board papers are circulated a week before Board meetings and comprise of minutes, reports, policy documents and funding recommendations as well as other relevant material. Reading would take 1-4 hours.

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

Screen Ireland was established as a state agency called the Irish Film Board under the Irish Film Board Acts 1980-2018. In July 2018, its name changed from the Irish Film Board to Screen Ireland to reflect the broader remit of the agency as the promoter of Irish film, TV animation and the audio-visual sector. Its statutory remit is to assist and encourage the making of film in the State and the development of a film industry in Ireland. The main act is available at the following link - <http://www.irishstatutebook.ie/1980/en/act/pub/0036/print.html>

Screen Ireland's is the national development agency for Irish filmmaking and the Irish film, television and animation industry, investing in talent, creativity and enterprise. It supports writers, directors and production companies across these sectors by providing investment loans for the development, production and distribution of film, television and animation projects.

It has a vision for a vibrant, creative and sustainable Irish film, television and animation industry, with diverse voices, talent and opportunities which speaks to and connects Irish film culture with audiences at home and abroad.

Screen Ireland also works in conjunction with the enterprise agencies to support the development of the film sector to make a substantial contribution to inward investment. It promotes Ireland as a location for international production by providing advice and support for international companies seeking to locate production activity to Ireland, organising inward and outward trade missions on an annual basis and working in partnership with EU counterparts on co-productions.

Screen Ireland supports and promotes the Irish screen industries at major international markets and festivals, promotes inward investment, the use of Ireland as a location for international production and provides support for companies filming location in Ireland. The agency provides a strategic vision for industry training through Screen Skills Ireland.

Further information is available on the Screen Ireland website: <https://www.screenireland.ie/>. Screen Ireland's main source of funding is from the Exchequer through the vote of the Department of Media, Tourism, Art, Culture, Sports and the Gaeltacht. In 2019, Screen Ireland received €20 million in capital and current funding.

The annual report of Screen Ireland is available at the following link: <https://www.screenireland.ie/about/ifb-annual-reports>.

2. Functions of the Board

Sections 4 to 11 of the Irish Film Board Act 1980 specify the principal functions of the Board. See <http://www.irishstatutebook.ie/1980/en/act/pub/0036/print.html> . The Board is required to assist and encourage by any means it considers appropriate the making of films in the State and the development of an industry in the State for the making of films, and, in so far as it considers it appropriate, the Board shall have regard to the need for the expression of national culture through the medium of film-making.

The following is a list of functions which are reserved for decision by the board:

- In relation to capital expenditure all production funding decisions and all development and distribution funding decisions in excess of €50,000 as well as all other capital allocations in excess of €10,000;
- In relation to current/overhead expenditure approval of the annual budget;
- Delegated authority levels, treasury policy and risk management policies;
- Administrative requirements in relation to the approval of the number, grading, and conditions of appointment of all staff;
- Approval of strategy statements, annual budgets and corporate plans;
- Production of annual reports and accounts;
- Appointment, remuneration and assessment of the performance of, and succession planning for, the Chief Executive; and
- Significant amendments to the pension benefits of the Chief Executive and staff (which may require Ministerial approval).

Current Membership of the Board:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Annie Doona	07/03/2013	30/03/2017	29/03/2021	Chair	PAS Process
Kate McColgan	30/03/2017		29/03/2021	Board Member	PAS Process
Katie Holly	07/03/2013	30/03/2017	29/03/2021	Board Member	PAS Process
Marian Quinn	30/03/2017		29/03/2021	Board Member	PAS Process

Each board member contributes to the work of Screen Ireland at board meetings and meetings to discuss planning and strategy. The mix of talent and experience on the current board includes those involved creatively in the sector itself and related areas including education. Experience from the business community and across the wider arts community would help to strengthen and deepen the skills of the board.

Screen Ireland has a five year Strategic Plan and an accompanying programme of work.

https://www.screenireland.ie/images/uploads/general/IFB_Five_Year_Strategy_2016-1.pdf

3. Person Specification

The Minister for Media, Tourism, Art, Culture, Sports and the Gaeltacht wishes to appoint four suitably qualified candidates to the Board of Screen Ireland. Candidates must demonstrate in their application evidence of experience, at an appropriately senior level, under at least one of the areas below

Chairperson

The Minister intends to appoint, from among the ordinary members, a Chairperson of the Board when the position becomes vacant. Applicants who wish to be considered for the role of Chairperson are invited to express an interest in this specific role and detail in their covering letter the skills, knowledge and experience they would bring to the role of Chairperson.

Candidates' attention is drawn to the general details of the role of Chairperson as set out on page 19 of the Code which can be found here. The principle states:-

- The Chairperson is responsible for leadership of the Board and ensuring its effectiveness on all aspects of its role.
- The Chairperson should display high standards of integrity and probity and set expectations regarding culture, values, and behaviours for the State body and for the tone of discussions at Board level.

In addition to meeting the requirements for selection as an ordinary member of the board under one or more of the profiles below, candidates for the position of Chair should have

- Previous experience of board membership
- Proven understanding of the main issues facing Screen Ireland and the context under which it operates demonstrated by senior-level professional experience in the audio-visual industry, or the public service, or a cultural/educational institution related to same.

Ordinary Members.

Candidates must demonstrate in their application, evidence of relevant experience and knowledge, at an appropriately senior level, under one or more of the five profiles set out below:

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

A. Professional Industry Experience

Candidates must demonstrate evidence of recognised experience in some aspect or aspects of film making, screen production, screen related professional services, screen education, screen training or sustainability in film production. It would also be important that the candidate has demonstrable experience of working on boards or committees where strategies and policy making are discussed and developed.

B. Creative and Technical Experience

Candidates must demonstrate evidence of recognised experience in relation to filmmaking, screen production, screen training and screen education in any one or more of the following:

- a) creative screenwriters
- b) film directors,
- c) feature film, television drama or animation producers,
- d) working in creative or technical roles in feature film, TV drama or animation production
- e) working in digital animation, digital visual effects or digital postproduction or
- f) executive producing and/or film financing of feature film, TV drama and/or animation. Additional experience of knowledge across media or TV organisations would also be beneficial.

C. Distribution, Exhibition and Audience Development

Candidates must demonstrate evidence of recognised experience in the areas of cinema distribution and exhibition, broadcast television and online (OTT) delivery of feature film, television drama and animation screen content and knowledge of audience trends, revenue streams and monetization of screen content.

D Related Experience

Candidates must demonstrate evidence of recognised experience in related areas including front of camera; the creative arts including crafts; media and marketing; broadcasting; software development; third level education in relation to creativity; and should be capable of representing a wide variety of stakeholders across the creative community.

E Business Experience

Candidates must demonstrate evidence of extensive business experience, at an appropriately senior level, in one or more of the following areas:

- Corporate governance, finance and risk management, preferably including experience on an audit committee
- Business management experience including HR, industrial relations management, procurement and compliance and/or change management

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 likely to interfere with his/her ability to assume the role of a member of the Board. Candidates must also be in a position to discharge the role without any potential of a conflict of interest arising, or perception of such. Such conflict, or perceived conflict, may arise for candidates who hold positions in bodies that receive funding from time to time from Screen Ireland. 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 a period of up to 4 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.

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 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.

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.
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.

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.