

**Appointments to the Board of The National Library of Ireland**

**Closing Date: 15:00 on Friday 26<sup>th</sup> March 2021**

**State Boards Division  
Public Appointments Service  
Chapter House, 26 – 30 Abbey Street Upper, Dublin 1**

**Telephone Number: 353 1 858 7441**

**Email: [info@stateboards.ie](mailto:info@stateboards.ie)**

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 National Library of Ireland

<b>Location:</b>	Dublin
<b>Number of Vacancies:</b>	6 vacancies
<b>Remuneration:</b>	Nil. Travel and subsistence is payable at appropriate civil service rates.
<b>Time Requirements:</b>	9 meetings per annum (2/3 hours per meeting). Successful candidates may also be appointed to a sub-committee. 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

Founded in 1877, the National Library of Ireland (NLI) is governed by a Board established by the National Cultural Institutions Act, 1997. The chief executive officer of the National Library, known as the Director, manages and controls the administration and business of the Library.

The NLI is the library of record for Ireland. The NLI shares the story of Ireland with the world through its unique collections. The five strategic priorities for 2016-2021 are to collect, protect, connect, innovate and collaborate.

The NLI has a number of public-access sites in Dublin including buildings on Kildare Street; the National Photographic Archive in Temple Bar and the Seamus Heaney: Listen Now Again in the Bank of Ireland Cultural and Heritage Centre on Westmoreland Street. The NLI is also a partner with UCD in the Museum of Literature Ireland (MoLI) which is located in Newman House, St. Stephen's Green in Dublin's city centre. The NLI has a national and worldwide reach which is facilitated by its digital collections and its exhibitions, learning and programming activities.

The NLI is committed to equality. The Library's doors are open to all, and it is in this tradition that it is working to reflect the change and diversity in what it means to be Irish. In this regard, the NLI has published a Diversity and Inclusion Policy and Implementation Plan 2018-2021.

A significant redevelopment of the NLI's main building is underway in partnership with the Office of Public Works and funded by the Minister for Tourism, Culture, Arts, Gaeltacht, Sport and Media. With this major redevelopment project, the NLI will create storage and preservation conditions necessary to keep the national collections safe for the long-term, and also create enhanced public spaces and services.

Further information on the National Library of Ireland can be found at [www.nli.ie](http://www.nli.ie).

## 2. Functions of the Board

Section 12 (1) of the National Cultural Institutions Act, 1997 specifies the principal functions of the Board of the Library:

“to conserve, restore, maintain and enlarge the library material in the collection of the Library for the benefit of the public and to establish and maintain a record of library material (including material relating to the Irish language) in relation to Ireland and to contribute to the provision of access by members of the public to material relating to other countries.”

The Board has established, in accordance with the provisions of the Act, two statutory Board Committees, reporting to the Board of the National Library: the Readers Advisory Committee whose main function is to act as a standing body to advise the Board on matters relating to the provision of services by the National Library and the Committee on Genealogy and Heraldry which acts as a standing body to advise the Board on matters arising from the Board’s statutory powers and functions in the areas of genealogy and heraldry. The Board of the National Library has also established an Audit and Risk Committee. Ordinary members of the Board are required to Chair and/or be members of the Board Committees.

The current Board is comprised as follows:

Name	Position	Date Appointed	Date Reappointed	Expiry Date	Appointment Type
Jennifer Taaffe	Board Member	30/09/2015	24/11/2020	23/11/2023	PAS Appointment
Maeve Conrick	Board Member	30/09/2015	24/11/2020	23/11/2023	PAS Appointment
Conor Kostick	Board Member	30/09/2015	24/11/2020	23/11/2023	PAS Appointment
Eoin McVey	Board Member	11/11/2015	08/02/2021	07/02/2026	RDS Nominee
Katherine McSharry	Board Member	19/11/2015	08/02/2021	07/02/2026	NLI Staff Nominee
Marie Bourke	Board Member	08/02/2021	-	07/02/2026	RDS Nominee

## 3. Person Specification

In the selection of persons for appointment to membership of a Board regard shall be given to the person's attainments, interest in or his or her knowledge of librarianship, archival science, information science, genealogy, humanities, digital collections and analytics, copyright and intellectual property, fundraising and philanthropy, education, management and administration, industrial relations, sales and marketing, or his or her competence otherwise to assist the Board in the performance of its functions.

### Chairperson

The Minister for Tourism, Culture, Arts, Gaeltacht, Sport and Media intends to appoint, from among the ordinary Members selected, a Chairperson of the Board. Applicants are invited to express an interest in this additional role and detail in their cover letter the additional skills and experience they would bring to it.

Candidates' attention is drawn to the general details of the role of Chairperson as set out on page 18 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, it is essential that candidates have

- Previous experience of board membership, preferably on the board of a cultural or other relevant institution
- Proven understanding of the main issues facing the National Library and the context under which it operates demonstrated by senior-level professional experience in the public service or a cultural/educational institution.

### **Ordinary Members**

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 in their application evidence of experience, at an appropriately senior level, under one or more of the following profiles:

#### **(i) Senior professional or academic experience in:**

- Librarianship, archival science, information science
- Genealogy
- Humanities
- Digital collections and analytics
- Copyright and intellectual property
- Diversity and inclusion

## **(ii) Fundraising and Philanthropy/Public Engagement**

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

- fundraising,
- philanthropy,
- donor relations
- PR and marketing.

## **(iii) Capital Project Management**

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

- Developing major capital projects, including building projects, with an understanding of the public spending code and public sector procurement.
- Experience in respect of large capital projects/construction such as heritage or renovation projects
- Senior-level experience of managing large scale capital projects to completion and assessing the associated risks.

## **(iv) Corporate Governance, Financial and Risk Management**

Candidates must demonstrate in their application, evidence of experience at an appropriately senior level in at least two or more of the following areas:

- Experience of good corporate governance and compliance practices
- Experience of strategic management and managing organisational change
- Significant relevant professional experience of risk management
- Finance experience preferably including experience on an audit and risk committee desirable, preferably with finance/accounting qualification.

## **(v) Human Resources**

Candidates must demonstrate in their application, evidence of experience of Human Resource Management, ideally in at least two or more of the following areas:

- Workforce planning,
- Change management & performance management,
- Employment law and compliance, Recruitment and training
- Diversity and inclusion

### **Desirable for all roles:**

- Fluency in the Irish language
- Knowledge of sustainable development practice and principles

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 up to 5 years with an option to extend the term of engagement for a second term, and reappointments will be for a period 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 Code of Practice for the Governance of State Bodies 2016 which is available here [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 application, 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](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 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](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.
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.

