



Appointments to the Parole Board

Closing Date: 15:00 on Wednesday 9th June 2021

**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. PAS also has responsibility for providing 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 Parole Board

- Location:** Dublin – in view of the confidentiality of matters to be discussed by the Parole Board, candidates must commit to attending such meetings in person (as distinct from online), subject to the prevailing public health guidelines in this regard.
- Number of Vacancies:** Up to five (5) vacancies.
- Remuneration:** €11,970 per annum. In addition, €149.50 per day to the members of the statutory Parole Board in respect of prison visits, meetings with victims and other official outreach activities undertaken. (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.
- Time Requirements:** 11 full day meetings of the Parole Board (i.e. once monthly, other than in August) after the Parole Board is established. In addition to the monthly meetings of the Parole Board, a requirement for a further 3-4 days per month is expected, including preparation for meetings, follow-up after meetings, participation in interviews with prisoners, participation at meetings with victims and survivors, participation at meetings of sub-committees of the Board, etc. Candidates must commit to participating fully in such interviews and meetings and to attending in person, subject to the prevailing public health guidelines in place in Ireland in this regard. Occasionally, members may be requested to conduct outreach activities on behalf of the Board. In the intervening period between now and the establishment of the Parole Board, preparatory work for the Parole Board may involve participation in some meetings (to be called at the discretion of the Chairperson).

1. Background

This selection process relates to subsections [10\(3\)\(i\)](#) and [10\(3\)\(j\)](#) of the [Parole Act 2019](#).

Subsection 10(3)(i) provides for the appointment of one member to be a representative of a non-governmental organisation (NGO) that specialises in advocating for the rights of persons serving terms of imprisonment in prisons or the amelioration of conditions in prison.

Subsection 10(3)(j) provides that the remaining member or members to be such other person(s) as, in the opinion of the Minister for Justice, has or have sufficient experience and expertise relating to matters connected with the functions of the Parole Board to enable him, her or them to make a substantial contribution to the effective performance of those functions. At least one member is to be appointed in this regard but the Act provides for the Minister to appoint up to a total of four members under this heading.

The new, statutory Parole Board is to be an independent agency established in accordance with the Parole Act 2019. The Minister for Justice has indicated that the Parole Board will be established in mid-2021. The Parole Board will be chaired by Mr Justice Michael White, who is a High Court judge.

The Programme for Government – Our Shared Future – commits to the following:

- ensure full implementation of the Parole Act 2019, including the establishment of an independent statutory Parole Board as early as possible.

The Department of Justice's Statement of Strategy (2021 – 2023) and the Justice Action Plan (2021 – 2023) contain the following high level objective:

- establish the Parole Board on a statutory footing to take better account of the concerns of victims and survivors.

The Parole Board will consist of 12-15 members, led by its Chairperson. Under the Parole Act 2019, members of the Parole Board are appointed by the Minister for Justice. The Parole Board will be independent in the exercise of its functions.

Following the commencement of the Parole Act 2019, and the establishment of the statutory Parole Board, prisoners who are serving a life sentence (12+ years) will be eligible for consideration by that Board. The Parole Board will be a decision-making body; it will grant, revoke or vary parole orders.

The Parole Board will also:

- provide information to persons serving sentences of imprisonment, victims and members of the public in relation to its functions;
- provide information to the Minister in relation to its functions and make recommendations to the Minister, upon his or her request, to assist him or her in coordinating and making policy related to the release of persons from prison on parole; and
- may undertake, commission or assist in research projects or other activities related to the release from prison on parole which, in the opinion of the Board, may assist it in the exercise of its functions, and make recommendations to the Minister arising from those projects or activities.

Parole will only be granted by the Parole Board if it is satisfied that the prisoner does not pose an undue risk to the public, that he or she has been rehabilitated, and that it is appropriate in all the circumstances to release him or her on parole.

The granting of parole does not end a prisoner's sentence. Life-sentence prisoners released on parole will be obliged to comply with the conditions of a Parole Order, which will remain in force for the remainder of their lifetime. A breach of a Parole Order is a serious matter and the Parole Board can revoke a Parole Order where a parolee does not comply with its conditions, or where he or she presents a risk to the community.

Victims will be informed when a prisoner is to be considered for parole, and will be able to make submissions to the Parole Board if they wish, including the right to make oral submissions. The victim will also be entitled to legal representation and, to ensure due process, so will the prisoner.

2. Functions of the Board

Governance Responsibility of the Parole Board

In line with the Code of Practice for the Governance of State Bodies, the Parole Board is collectively responsible for leading and directing the organisation's activities and ensuring high ethical standards. While the Board may delegate particular functions to the Chief Executive, the exercise of the power of delegation does not absolve the Parole Board from the responsibility for the proper governance of the organisation and the duty to supervise the discharge of delegated functions in accordance with an adequate and effective system of internal controls. The Parole Board must act on a fully informed and ethical basis, in good faith, with due diligence and care, and in the best interest of the State, having due regard to the Parole Board's legislative responsibilities and the objectives set by the Minister for Justice and/or the Government.

Key functions for which the Parole Board, acting collectively, is responsible include:

- deciding on the granting, revoking or varying of parole orders;
- keeping all relevant stakeholders, including the Minister for Justice, informed;
- ensuring that the organisation has adequately robust and up to date policies and procedures;
- ensuring the confidentiality of the records of the organisation;
- the overall administration of a legal aid scheme;
- ensuring effective financial management of public funds;
- setting, reviewing and guiding strategic direction, performance objectives and major plans of action; and
- devising and consistently implementing appropriate risk management policies and procedures.

This list is not exhaustive.

The Parole Board is also responsible for promoting the development of the capacity of the State body including the capability of its leadership and staff and is responsible for holding the CEO and senior management to account for the effective performance of their responsibilities.

Anticipated time commitments for members

- It is anticipated that the Parole Board will have a day-long meeting each month, except in the month of August. From time to time, the Parole Board may hold additional or exceptional meetings on a needs basis, at the discretion of the Chairperson.
- Each member of the Parole Board will be expected to participate in a rota, which will be approved by the Chairperson, to conduct interviews with prisoners. Each such interview will be conducted by two members of the Parole Board together. It should be noted that these interviews may take place in any of the prisons or places of detention nationwide and so some travel will be necessary.
- Each member of the Parole Board will also be expected to participate in a rota, which will be approved by the Chairperson, to meet with victims and survivors.
- The Parole Board will have a number of sub-committees to assist and advise it in relation to the performance of its functions, including to oversee the governance and progress the work of the organisation in relation to its statutory objectives. Each Parole

Board member will be expected to sit on at least one committee and to participate fully in that regard.

- In the period leading up to the establishment of the Parole Board, and the months thereafter, much of the initial work of the Parole Board will focus on the development of a range of key policies and procedures. Parole Board members will be expected to participate fully in this process.

3. Person Specification

The Minister for Justice is seeking to appoint up to five (5) suitably qualified candidates to the Parole Board.

In appointing a person as a member of the Parole Board, the Minister for Justice must satisfy herself or himself that the person has—

- (a) a knowledge and understanding of the criminal justice system; and
- (b) the ability to make a reasonable and balanced assessment of—
 - i. the risk a person serving a sentence of imprisonment might present to the safety and security of members of the public if release on parole;
 - ii. the extent to which such a person has been rehabilitated and would, if released on parole, be capable of reintegrating into society; and
 - iii. whether it is appropriate in all the circumstances that such a person be released on parole.

Essential

Candidates should familiarise themselves with the provisions of the Parole Act 2019 and, in particular, [section 10 of that Act](#).

Relevant knowledge and expertise

All candidates must demonstrate in their application evidence of the following at an appropriately senior level:

- knowledge and understanding of how the criminal justice system operates;
- significant experience of risk assessment and risk management;
- balanced decision-making skills and decision-making experience, particularly in a complex and challenging environment, taking into account multiple perspectives/priorities;
- highly developed interpersonal and communication skills;
- understanding of public sector values, ethics and integrity; and
- familiarity with the obligations arising from corporate governance or the ability to acquire such familiarity quickly.

Desirable for all roles

- Demonstrable interviewing skills.
- Experience of working in a collaborative but challenging team-based environment.
- Understanding of obligations related to data protection and confidentiality.
- Robust financial management (particularly in a public sector environment).

Note: applications in respect of subsection 10(3)(i)

Candidates who are applying for consideration in respect of subsection 10(3)(i) must provide relevant evidence of their work for an NGO, particularly with regard to working as an advocate. Such work can be provided to a relevant NGO in a paid or voluntary capacity.

IMPORTANT

- **Candidates should indicate clearly if they are applying for consideration under subsection 10(3)(i) or 10(3)(j). Candidates who feel that they qualify under both subsection 10(3)(i) and 10(3)(j), respectively, may apply for consideration under both and should indicate that clearly.**
- Applicants for membership of the Parole Board must be comfortable in putting their views across clearly, calmly and concisely, even where those views may be unpopular. They must also be willing to work in a constructive, multi-disciplinary, team environment.
- All candidates must include a cover letter with their application, highlighting their motivation for applying, and must commit to full participation in the onerous, challenging and time-consuming role as a member of the Parole Board.
- 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 Parole 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.
- Due to the nature of the role and responsibilities of members of the Parole Board, candidates who are shortlisted may be subject to Garda clearance procedures.

Gender balance

In accordance with section 10 of the Parole Act 2019, the Minister will have regard to the desirability for gender balance on the Parole Board. The statutory objective is that there should be no fewer than six members who are women and no fewer than six members who are men.

4. Term of Appointment

In accordance with [section 11 of the Parole Act 2019](#), members of the inaugural Parole Board will be appointed for either two years or four years, to be decided by the drawing of lots.

Members of the Parole Board will hold office upon such terms and conditions as may be determined by the Minister for Justice at the time of appointment.

Resignation, removal, disqualification, ineligibility for membership

- Please note [section 12 of the Parole Act 2019](#) which provides for the resignation, removal, disqualification, ineligibility, etc., for office of a member of the Parole Board.

- A member of the Parole Board may resign from office by giving notice in writing to the Minister of his or her resignation and the resignation will take effect on the day on which the Minister receives the notice.
- The Minister may, at any time, remove a member of the Board from office if the Minister is satisfied that—
 - (a) the member has become incapable through ill-health or performing his or her functions;
 - (b) the member has committed stated misbehaviour; or
 - (c) the removal of the member appears to the Minister to be necessary for the effective performance by the Board of its functions.
- If a member of the Board is removed from office in accordance with subsection 12(2), the Minister will provide the member with a statement of reasons of the removal.
- A member of the Board will cease to be qualified for office and will cease to hold office as such a member if he or she –
 - (a) is convicted on indictment of an offence;
 - (b) is convicted of an offence involving fraud or dishonesty;
 - (c) has a declaration under section 819 of the Companies Act 2014 made against him or her or is deemed to be subject to such a declaration by virtue of Chapter 5 of Part 14 of that Act; or
 - (d) is subject or is deemed to be subject to a disqualification order, within the meaning of Chapter 4 of Part 14 of the Companies Act 2014, whether by virtue of that Chapter or any other provision of that Act.
- Where a member of the Parole Board –
 - (a) ceases to hold the office or position by virtue of which he or she was eligible to become a member of the Board;
 - (b) is nominated as a member of Seanad Éireann;
 - (c) is elected as a member of either House of the Oireachtas or to be a member of the European Parliament; or
 - (d) is regarded pursuant to Part XIII of the Second Schedule to the European Parliament Elections Act 1997 as having been elected to be a member of the European Parliament;
 he or she will thereupon cease to be a member of the Parole Board.
- A person who is for the time being –
 - (a) entitled under the Standing Orders of either House of the Oireachtas to sit therein; or
 - (b) a member of the European Parliament;
 will, while he or she is entitled or is such a member, as the case may be, be disqualified for membership of the Board.

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 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 Parole Board position(s) specified in this booklet, and*
2. *answer fully 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 enquiries, 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 CV 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.