

Appointments to the Board of the National Transport Authority
Closing Date: 15:00 on Monday 23rd August 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 Board of the National Transport Authority

Location:	Traditionally this was in Dublin, but meetings are currently held on a virtual basis in view of the COVID-19 pandemic.
Number of Vacancies:	3
Remuneration:	€11,970 (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 meetings annually. Meetings are normally half-a-day, with one to two days' preparation. May be required to sit on the Audit and Risk committee, which normally meets six times a year.

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

The National Transport Authority (NTA) is a statutory, non-commercial State body, which operates under the aegis of the Department of Transport.

The NTA's main legislative basis is the Dublin Transport Authority Act 2008 and the Public Transport Regulation Act 2009.

In broad terms, the Authority's statutory functions can be summarised as follows:

National (including the Greater Dublin Area)

- Procure public transport services by means of public transport services contracts;
- Provide integrated ticketing, fares and public transport information;
- Develop an integrated, accessible public transport network;
- License public bus passenger services that are not subject to a public transport services contract;
- Manage the Rural Transport Programme;
- Provide bus infrastructure and fleet and cycling facilities and schemes;
- Develop and implement a single public transport brand;
- Develop and maintain a regulatory framework for the control and operation of small public service vehicles (taxis, hackneys and limousines) and their drivers;
- Prepare statutory submissions on Regional Planning Guidelines;
- Collect statistical data and information on transport;
- Enforce EU passenger rights in rail, maritime and bus and coach transport;
- Validate EU authorisations and journey forms in relation to bus and coach travel in accordance with EU Regulation No. 1073/2009;
- Operate as the national conciliation body for electronic toll service providers
- Regulate vehicle clamping.

Greater Dublin Area alone:

- Undertake strategic planning of transport;
- Invest in all public transport infrastructure;
- Develop the effective management of traffic and transport demand.

Other functions:

In addition to its statutory functions, the Authority also undertakes a number of functions on behalf of the Department of Transport on a non-statutory basis.

The non-statutory functions include:

- Planning and funding of sustainable transport projects in the regional cities of Cork, Galway, Limerick and Waterford;
- Administration of the Smarter Travel Workplaces and Smarter Travel Campus Programmes;
- Management of the Green-Schools Travel Programme
- Provision of accessibility funding to transport operators and other relevant bodies.

2. Functions of the Board

The NTA is governed by a Board of up to 12 members appointed by the Minister for Transport. Three positions on the Board are ex officio positions reserved for the Chief Executive and another senior manager of the Authority and the Chief Executive of Dublin City Council.

The Board is responsible for the appropriate governance of the Authority and for ensuring that there are effective systems of internal control, statutory and operational compliance and risk-management in place.

The key roles and responsibilities of a Board Director include the following:

- Contributing strongly to effective decision-making within the NTA Board through active participation;
- Contributing to the overall success of NTA through contributing to the development of effective strategic options for the Authority as it deals with the impact of the Covid-19 crisis;
- Promoting proper governance and thorough oversight;
- Providing guidance, challenge and support to the CEO and executive management to deliver upon the Authority's strategy whilst holding them to account in doing so;
- Leading by example and setting the tone; and
- Chairing and participating in the Audit and Risk committee, if so required;

The new Board members are expected to display high standards of integrity and probity both within and outside the Board, treat people fairly, take personal accountability and be prepared to commit sufficient energy and time to be effective in the role.

The Code of Practice for the Governance of State Bodies provides a framework for the application of best practice in corporate governance by both commercial and non-commercial

State bodies and also sets out information on the duties and responsibilities of Chairpersons, Boards and directors of State Bodies, including the NTA.

The Board is assisted in the discharge of its responsibilities by the Audit and Risk Committee.

Current composition of the board:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Ann Fitzgerald	24/09/2015	24/09/2020	23/09/2025	Board Member	Ministerial reappointment
Anne Graham	16/12/2014	16/12/2019	15/12/2024	CEO/Ex-Officio	Appointed by the Minister
Brian McCormick	01/08/2019		31/07/2022	Ordinary Member	PAS Process
David Gray	01/08/2019		31/07/2022	Board Member	Appointed by the Minister
Frank O'Connor	24/09/2015	24/09/2020	23/09/2025	Board Member	Ministerial reappointment
Fred Barry	28/11/2017		27/11/2022	Chairperson	PAS Process
Hugh Creegan	29/11/2010			Board Member	Ex officio. Member while in Senior Management
Owen Keegan	03/09/2013			Board Member	Ex officio. Member while in Senior Management
Pat Mangan	24/09/2015	24/09/2020	23/09/2025	Board Member	Ministerial reappointment
Vacancy			30/11/2019	Board Member	PAS Process
Vacancy			23/09/2020	Board Member	PAS Process
Vacancy			31/12/2020	Board Member	PAS Process

3. Person Specification

The Minister for Transport invites expressions of interest from suitably qualified members of the public to serve as members of the Board of the National Transport Authority.

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:

Candidates must demonstrate in their application evidence of experience in **at least one** of the areas outlined below:

a) Public Transport Operations

- Professional experience at an appropriately senior level in public transport operations;
- Sectoral knowledge and an understanding and appreciation of the NTA and its external environment, including marketplace and regulatory matters; **and**
- Candidates should hold a relevant professional qualification.

b) Technology/IT/Cyber Security

- Professional experience at an appropriately senior level in Technology/IT/cyber security;
- Proven track record in understanding the potential of technology, including digital, to drive transformational change, improve efficiency and enhance customer experience
- Proven experience of leading in times of market led change; **and**
- Candidates should hold a professional qualification in an IT-related discipline.

c) Disability and Accessible Public Transport

- Suitable specific personal experience of disability issues; **and**
- The ability to bring a unique insight into the accessibility of public transport

The successful candidates should be able to demonstrate proven experience of serving in positions of leadership and a capacity to tailor such experience to the challenges of the NTA.

Desirable:

- Customer and marketing experience at an appropriately senior level;
- Professional experience in the public transport sector and/or in the area of active travel
- Professional experience in the area of Audit and Risk;
- Corporate governance experience;
- Experience in value creation through innovation and adaption of new technologies;
- Experience in the area of disability and transport services; and
- Excellent communication skills, including the ability to listen sensitively to the views of others both inside and outside the Board.

The Minister shall have regard to the desirability for gender balance, diversity and inclusion on the Board as the Minister considers appropriate and determines from time to time when making appointments, in line with the updated Code.

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 and may be eligible for reappointment for a second term, subject to not exceeding 8 years in total, and subject to the following:

- 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 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.

Please note:

If your application is selected following the PAS assessment process, your personal information, including your CV, cover letter and any additional supplementary information supplied as part of the application process, is confidentially forwarded to the Department of Transport for a supplementary assessment process. This supplementary process will include a meeting with senior officials from that Department in advance of proposals being sent to the Minister for consideration.

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 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.

For more detailed information on the Department of Transport's Data Protection Privacy Notice, please see the following link:

<https://www.gov.ie/pdf/?file=https://assets.gov.ie/98467/0bbcda28-9103-4ea7-97c1-417e81030cb8.pdf#page=null>

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

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.