



Appointments to the Board of the Workplace Relations Commission

Closing Date: 15:00 on Monday 18th of October 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

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 Workplace Relations Commission

Location:	Dublin and regional offices of the WRC in Carlow, Sligo, Cork and Ennis.
Number of Vacancies:	7
Remuneration:	N/A .Travel and subsistence is payable at appropriate civil service rates.
Time Requirements:	6 half days per annum. On occasion there may be an extraordinary meeting. Half day preparatory time would also be required.

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 Workplace Relations Commission was established on 1 October 2015 under the Workplace Relations Act, 2015.

The main functions of the WRC are to:

- Promote the improvement of workplace relations, and the maintenance of good workplace relations,
- Promote and encourage compliance with relevant employment legislation,
- Provide guidance in relation to compliance with Codes of Practice,
- Conduct reviews of, and monitor developments, in workplace relations generally,
- Conduct or commission relevant research and provide advice, information and the findings of research to Joint Labour Committees and Joint Industrial Councils,
- Advise the Minister for Enterprise, Trade and Employment in relation to the application of, and compliance with, relevant legislation, and to
- Provide information to the public in relation to employment legislation (other than the Employment Equality Act).

2. Functions of the Board

Composition and Functions of the WRC Board

The Workplace Relations Act 2015 prescribes the composition of the WRC Board. The legislation provides that the Board shall consist of a Chairperson and eight ordinary members appointed by the Minister. Of these eight, two members shall be from persons that represent the interests of employers, two that represent the interests of employees, one that represents the interest of bodies who seek to promote equality in the workplace , and three members who have experiences and expertise in relation to workplace relations, resolution of disputes in the workplace, employment law or equality law. Details of the current composition of the Board can be accessed at the following link:

<http://membership.stateboards.ie/board/Workplace%20Relations%20Commission/>

Under the legislation, the two main functions of the Board of the WRC relate to the development of the WRCs three-year strategy statement and the WRC's annual work programme:

Under section 21 of the Workplace Relations Act 2015

- (1) The Board shall prepare and submit to the Minister a strategy statement every three years, (the current strategy statement covers the period 2019 until 2022).

https://www.workplacerelations.ie/en/publications_forms/wrc-statement-of-strategy-2019-2022.pdf

The strategy statement shall contain a review of the implementation of the preceding statement and the strategy for the next three years. The Board is required to seek and obtain the advice of the Director General of the WRC in relation to the strategy and seek the approval of the Minister and include any matters that the Ministers may from time to time direct.

Under section 22 of the Act

- (2) The Board shall after consultation with the Director General of the WRC prepare and submit to the Minister a work programme of the work that the WRC intends to carry out in the following year. https://www.workplacerelations.ie/en/publications_forms/wrc-work-programme-2020.pdf

Current Composition of the Board:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Audrey Cahill	01/10/2015	01/10/2018	30/09/2021	Board Member	Ministerial via PAS Process
Deirdre O'Brien	01/10/2015	01/10/2019	30/09/2021	Board Member	Ministerial - via PAS Process
Dr David Begg	01/02/2021		31/01/2026	Chair	Ministerial via PAS Process
Ethel Buckley	13/01/2020		12/01/2022	Board Member	SIPTU - representing the interests of employees
Geraldine Hynes	01/10/2015	01/10/2019	30/09/2021	Board Member	Ministerial - via PAS Process
Liam Berney	01/10/2015	01/10/2019	30/09/2021	Board Member	Ministerial - via PAS Process
Maeve Mc Elwee	01/10/2015	01/10/2019	30/09/2021	Board Member	Ministerial - via PAS Process
Michelle O'Sullivan	01/10/2015	01/10/2018	30/09/2021	Board Member	Ministerial via PAS Process
Richard Devereux	01/10/2015	01/10/2018	30/09/2021	Board Member	Ministerial via PAS Process

3. Person Specification

The Minister of State for Business, Employment and Retail invites applications from suitably qualified candidates to fill positions on the Board of the Workplace Relations Commission.

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](#).

In accordance with the provisions of Schedule 3 of the Workplace Relations Act 2015, the term of appointment of seven members of the Board of the WRC, expires on the 30 September 2021. Accordingly, the Minister for Business, Employment and Retail invites applications from suitably qualified candidates to fill the position of Ordinary Member of the Board of the Workplace Relations Commission. It is proposed to appoint:

- a) 1 member who in the opinion of the Minister represent the interests of employees.
- b) 2 member who in the opinion of the Minister represent the interests of employers.
- c) 1 member who in the opinion of the Minister represent the interests of bodies who seek to promote equality in the workplace.
- d) 3 members who in the opinion of the Minister have experience and expertise in relation to workplace relations, resolution of disputes in the workplace, employment law or equality law.

Essential

Expressions of interest are invited from applicants who consider they possess the skills and experience necessary in one or more of the above areas. Specifically, those applying for the roles must possess these key attributes:

- (a) Members having experience **representative of the interests of employees:****

 - Should have experience which demonstrates a deep understanding of the interests of employees
 - and**
 - experience of working on behalf of employees' interests or representing employees,

- (b) Members having experience representative of the **interests of employers:****

 - Should have a deep understanding and good knowledge and experience of industrial relations and employment rights issues.
 - and**
 - experience of working in or on behalf of business or representing employers.

- (c) The member representing the interests of bodies who seek to **promote equality in the workplace** must have:
- Worked at a senior management/board level for an advocacy body with experience of working to eliminate discrimination in the workplace.
 - Be capable of representing the diverse interests of the equality sector
- (d) Members with experience of **workplace relations, resolution of disputes in the workplace, employment law or equality law**, must have:
- Workplace relations: should have particular knowledge or expertise in relation to workplace relations issues in Ireland.
 - Dispute resolution: should have particular knowledge or expertise and a proven track record in workplace dispute resolution.

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 2 years (for 4 appointments) and 3 years (for 3 appointments); as prescribed by the legislation 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 Schedule 3 of the Workplace Relations Act 2015, 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, or regarded as having been elected to the European Parliament.

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.

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.