



Appointments to the Residential Tenancies Board

Closing Date: 15:00 on Tuesday 19th October 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 Residential Tenancies Board

Location:	Dublin / Virtual
Number of Vacancies:	2
Remuneration:	<p>Board members are paid for attendance at Board and Board Committee meetings at an annual amount of €5,985 (based on a minimum of 11 Board meetings per year).</p> <p>An additional payment for meetings in which the Board exercises its powers under the Residential Tenancies Acts with respect to tenancy disputes and jurisdiction decisions is paid at an annual amount of €5,250. This rate is based on a minimum of 13 meetings per year. (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.</p>
Time Requirements:	<p>A minimum of 11 Board meetings per annum which are typically 4 hours long with a similar time required for preparation. The additional commitments for Board members are a minimum of 13 tenancy dispute/jurisdiction decision meetings and other meetings including where appointed to a Committee. The duration of those meetings vary but are typically two hours or less.</p>

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 Residential Tenancies Board (RTB) is an independent national statutory body established to support and develop a well-functioning rental housing sector. In operation since 2004, the RTB is one of the only rental housing regulators in Europe and plays a significant role in the provision of services and information to support those who live and work in the sector and to the public. Our offices are located at O'Connell Bridge House, D'Olier Street, Dublin 2, with some services provided outside of the main office.

The RTB provides the following services to support and develop a well-functioning rental housing sector:

- Maintaining a published register of rented tenancies. Registration of a tenancy is an essential part of tenancy management, and a key element in regulating and supporting the rental sector
- The provision of information and education on the rights and responsibilities of tenants and landlords to support those living and working in the rental sector

- The Dispute Resolution Service offers options of resolution – mediation and adjudication – to those with issues relating to a rented tenancy
- Registration compliance and Determination Order Enforcement to ensure compliance with legal obligations
- Research conducted by the RTB provides accurate and authoritative data and information on the rental sector, which assists in policy decision making
- The conduct of investigations into alleged breaches of the Act and the power to issue sanctions where a breach has been determined
- The performance of any additional functions conferred on the Board under the Act or other laws passed

Further information on the RTB can be found at <https://www.rtb.ie/>

2. Functions of the Board

The Board of the RTB sets the strategy for the organisation and oversees the delivery of the strategic plan by the Director and his management team. The Board is additionally responsible for executing its powers under the Residential Tenancies Acts, ensuring sound financial management of the RTB, and prudent management of the risks affecting the organisation.

Board Members are expected to participate at a minimum of 11 Board meetings, a minimum of 13 tenancy dispute/jurisdiction decision meetings, and may be asked to join one of the Board Committees. The Board currently has the following Committees in place to assist it in its work: Audit & Risk Committee, Legislative Committee, Research Committee, and Section 189 Committee. The Section 189 Committee meets only as required by circumstances prescribed in section 189 of the Act to consider whether to apply to the Courts for interlocutory relief in cases of alleged illegal evictions by landlords. Each Committee has terms of reference for its work which are set and regularly reviewed by the Board, and members of these Committees are appointed by the Board.

The RTB is also responsible for direct operational implementation of legislation and Government policy in the rental housing sector. It has a quasi-judicial role and is independent in its decision-making functions. Given this quasi-judicial role, there is a considerable commitment by the Board of the RTB in overseeing certain decisions related to tenancy disputes, jurisdiction decisions, and more. It is expected that the Board will meet a minimum of 13 times per year to execute these powers, in addition to regular Board & Committee meetings.

Current composition of the Board:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Audry Dean	23/04/2018	23/04/2021	22/04/2026	Board Member	PAS Process
Colin Potts	22/07/2019		21/07/2023	Board Member	PAS Process

James Doorley	23/04/2018	23/04/2021	22/04/2026	Board Member	PAS Process
Justin O'Brien	15/06/2017	01/07/2021	30/06/2026	Board Member	PAS Process
Mary O'Donovan	01/07/2016	01/07/2020	30/06/2024	Board Member	PAS Process
Ms Julia Carmichael	01/12/2017		30/11/2022	Board Member	PAS Process
Paddy Gray	01/07/2017	31/07/2021	30/07/2026	Board Member	PAS Process
Patricia O'Sullivan Lacy	22/07/2019		21/07/2023	Board Member	PAS Process
Paul White	15/06/2017	01/07/2021	30/06/2026	Board Member	PAS Process
Thomas Dunne	01/10/2019		31/08/2024	Chair	PAS Process

3. Person Specification

The Minister for Housing invites expressions of interest from suitably qualified candidates as ordinary members on the Residential Tenancies Board.

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 relevant expertise in **at least one of** the following areas:

- Experience in the Approved Housing Body (AHB) or Student Specific Accommodation (SSA) sectors
- Understanding of the experiences of vulnerable people in the rented housing sector
- Experience of the diverse national and ethnic groups who comprise a sizeable proportion of the residential tenancies sector

- Legal experience specifically with respect to the application of the Residential Tenancies act or other equivalent legislation underpinning a similar regulatory environment
- Programme/project management experience in the delivery of large scale IT systems.

Relevant expertise should be evidenced by a number of years of achievement in this area in significant organisations or bodies at a Senior Executive or Board level.

Desirable:

- An understanding of rental/housing policy at a national or international level
- Experience of Board membership & knowledge of corporate governance
- Experience/knowledge of similar regulatory or quasi-judicial bodies
- Change management experience
- General business management/administration.

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 no more than 5 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 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.

- While the Residential Tenancies Act 2004 does not provide that membership be drawn from specific professions or organisations. The Act at Section 154(3) does provide that membership of the Board shall not include a person who -
 - Is adjudicated bankrupt
 - Makes a composition or arrangements with creditors
 - Is sentenced by a court of competent jurisdiction to a term of imprisonment, or
 - Is disqualified or restricted from being a director of any company

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.