

Appointment to the Accountability Board

Closing Date: Midnight on Thursday, 12th March 2015

**State Boards Division
Public Appointments Service
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State Boards.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 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, is the channel through which 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.

1. **Entity:**Accountability Board
2. **Location:** Meetings will be in Dublin.
3. **Number of Vacancies:**3
4. **Remuneration:**€7,695 member
(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 provided for under statute, for example, appointment of Worker Directors).
5. **Time Requirements:**Quarterly meetings

1. Background

The Government will shortly establish an Accountability Board for the Irish Civil Service. The Board will serve to strengthen accountability and performance across the Civil Service by introducing greater oversight of delivery.

The Board will be chaired by the Taoiseach (Prime Minister) and membership will be balanced with ministerial, civil service and independent external members. The Board is expected to meet quarterly.

While expressions of interest for independent external members of the Board are being sought in accordance with the procedures for appointments to state boards, the Accountability Board will operate on a non-statutory basis and is not categorised as a state board.

2. Functions of the Board

In accordance with the recommendations in the Civil Service Renewal Plan and the Report of the Independent Panel on Strengthening Civil Service Accountability and Performance (both reports available here: <http://www.per.gov.ie/civil-service-renewal/>), the Government will shortly establish an Accountability Board for the Irish Civil Service. The Board will serve to strengthen accountability and performance across the Civil Service and to offer a greater degree of public assurance.

The Board will be chaired by the Taoiseach (Prime Minister) and membership comprising 12 members will be balanced with ministerial, civil service and independent external members. The Board will operate on a non-statutory basis and it is anticipated it will meet quarterly. In addition, members of the Accountability Board could be expected, if invited, to appear before the Oireachtas Committee on Finance, Public Expenditure and Reform.

The Board will operate within the constitutional and legislative framework which sets out the respective roles and responsibilities of Government Ministers, Departments and senior Civil Servants. The Board will therefore focus on overall governance across the Civil Service; improving the capacity and capability of the Civil Service in implementing Government policy, including on cross-cutting priorities; ensuring a robust performance management system for senior managers is in place and working effectively; and overseeing the new programme of Organisational Capability Reviews of Departments.

3. Vacancy Details & Legislative Requirements

The members of the Accountability Board will be nominated by the Minister for Public Expenditure and Reform and appointed by the Government. A fee of €7,695 for service on the Board will apply and Board Members will have the option to waive the fee.

Expressions of interest are now being sought for three independent external members of the Accountability Board. Exceptionally experienced candidates who have substantial experience in the public, not-for-profit and business sectors of the Irish economy are invited to express an interest in these roles. Applications are also invited from persons from outside the State who have held senior positions in other public, private or international organisations.

4. Person Specification

The three independent external members of the Board will be expected to be people whose experience and backgrounds qualify them to:

- provide the Civil Service with an outside and strategic perspective,
- provide appropriate advice and guidance at the highest levels,
- provide external quality assurance in relation to accountability and the performance of the most senior management,
- strengthen public confidence and trust through their participation, and
- challenge accepted practice and other people in a constructive manner.

Persons expressing an interest in these roles must be able to demonstrate the following:

- Have held senior leadership roles at the highest level in large and complex organisations,
- Have promoted and led on the achievement of high levels of corporate governance practice,
- Have a deep understanding of the role and functioning of the Civil and/or Public Service and a keen awareness of the particular challenges involved in managing the Civil and Public Service, or an ability to quickly acquire such understanding and awareness,
- Excellent communication and influencing skills,
- Have significant successful career records at senior levels, and
- A clear ability to work and contribute in a collaborative manner.

5. Term of Appointment

Appointments to the Board will be for an initial period of 3 years with an option to extend the term of engagement for a second term of 3 years subject to the Minister's invitation 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 serve upon such terms and conditions as the Minister for Public Expenditure and Reform may determine;
- 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 to be a representative in the European Parliament or becomes a member of a local authority.

6. How to Apply

If you are interested in this position, please review the self-assessment questionnaire which can be found on www.stateboards.ie. Please note that the 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 aBoard, applicants should consider whether they meet the specific appointment criteria set out in the 'Person Specification' section above.

If you decide that you wish to be considered for appointment, you should submit an application via the following link www.stateboards.ie together with a detailed Curriculum Vitae and cover letter. In order to submit your application, you should take the following steps:

- i. Go to www.stateboards.ie.
- ii. On the bar at the top of the page click on "Available Appointments".
- iii. This brings you to a page with all our advertised vacancies. Select whichever position would like to apply for (you are welcome to apply for more than one position if you wish).
- iv. On the relevant page please click on the "apply for position" button at the bottom of the page
- v. 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 set one up.
- vi. 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.
- vii. 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. Click on "continue".
- viii. 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 "submit" button at the bottom of the page.
- ix. 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.

7. Appointments Process

An Assessment Panel (the “Panel”) will be convened by PAS to consider and assess the expressions of interest received by the PAS via www.stateboards.ie. The Panel will:

- review and discuss the expressions of interest received against the specific appointment criteria for the role;
- assess potential appointees 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;
 - Any other selection method deemed appropriate.
- draw up a list of people deemed suitable for appointment which will then be sent forward for consideration by the Minister.

If you have any questions regarding the application process please email info@stateboards.ie.

8. Data Protection Acts 1988 & 2003

For further information on Data Protection please follow the [link](#)