



**Appointment to the Board of the Workplace Relations Commission**

**Closing Date: Midnight on Monday 6<sup>th</sup> April 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](http://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:** Workplace Relations Commission
2. **Location:** Meetings will be in Dublin.
3. **Number of Vacancies:** 8
4. **Remuneration:** No remuneration. Travel and subsistence in line with Government guidelines.
5. **Time Requirements:** up to 12 meetings per annum. Meetings will be held during working hours.

## 1. Background

The Workplace Relations Commission is part of a new two-tier workplace relations structure which will come into effect following the enactment of the Workplace Relations Bill 2014. The purpose of the Commission will be to ensure high standards of compliance with employment legislation and in the conduct of industrial relations generally. The Commission will provide the means by which first instance complaints under employment rights and industrial relations legislation can be investigated, resolved by early intervention or adjudicated as appropriate. The Commission will also have the power to prosecute in cases where it suspects continued non-compliance with employment legislation on the part of employers or workers. The Commission will take over the inspection/enforcement functions of the Minister/NERA, all the functions of the Labour Relations Commission, the Equality Tribunal, and the first instance functions of the Employment Appeals Tribunal and the Labour Court.

## 2. Functions of the Board

To prepare and submit three year strategy statements for the Workplace Relations Commission to the Minister for Jobs, Enterprise and Innovation

To prepare and submit to the Minister for Jobs, Enterprise and Innovation not later than one month before the 1<sup>st</sup> of January each year a plan of the work that the Commission intends to carry out in the year to which the plan relates.

To provide advice to the Director General in accordance with the provisions of the Workplace Relations Bill 2014.

## 3. Vacancy Details

There are eight positions on the board of the Commission. It is proposed to appoint:

- a) 2 members who in the opinion of the Minister represent the **interests of employers**;
- b) 2 members who in the opinion of the Minister represent the **interests of employees (workers)**;
- c) 1 member who in the opinion of the Minister represents 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**.

#### 4. Person Specification

Expressions of interest are invited from members of the public who could contribute to the achievement of the purpose of the Commission and possess the skills and experience necessary in one or more of the above areas. Specifically, those applying for each category of member **must** demonstrate the following specific **experience**:

- (a) Members representative of the **interests of employers**:
  - Must demonstrate extensive experience indicative of a deep understanding of industrial relations and employment rights issues, **and**
  - Experience of working in or on behalf of business and/or representing employers.
  
- (b) Members representative of **the interests of workers**:
  - Must demonstrate extensive experience indicative of a deep understanding of the interests of workers in relation to industrial relations and workers' rights **and**
  - Experience of working on behalf of workers' interests and/or representing workers.
  
- (c) The member representing the interests of **bodies who seek to promote equality in the workplace** must have:
  - Extensive senior-level executive or Board experience with an organisation working to eliminate discrimination in the workplace and/or advocate on behalf of workers in relation to equality matters, **and**
  - Experience in representing the diverse interests of the employment equality sector.
  
- (d) Members with experience of **workplace relations, resolution of disputes in the workplace, employment law or equality law** must have:
  - **Workplace relations**: Extensive experience in relation to workplace relations issues in Ireland.
  - **Dispute resolution**: Extensive experience in dispute resolution in workplaces.
  - **Employment or Equality law**: Extensive professional experience (at a minimum, 5 years of recent practical experience) in employment law and/or equality law.

In addition to the foregoing, it is desirable that all candidates for these roles should possess the following personal attributes:

- Be open-minded strategic thinkers, able to bring their own experience to bear on issues under discussion;
- Have a commitment to an evidence-based approach, and the capacity to appreciate the implications of complex and multi-faceted evidence;
- Have the ability to make important and difficult objective decisions
- Be able to challenge constructively the opinions of others, work to achieve a shared consensus and accept collective responsibility;

- Have excellent communication skills, both oral and written, and be able to express themselves clearly and succinctly; and
- Be able to work as part of a team and have a proven track record of collaborative working.

## 5. Term of Appointment

Those appointed under (a), (b) or (c) under Person Specification above will hold office for a term of two years from the date of appointment while those appointed under (d) shall hold office for a period of three years from the date of appointment. Members of the Board shall be eligible for reappointment subject to an overall limit on membership of six years.

## 6. How to Apply

Applicants are requested to review the self-assessment questionnaire which can be found on [www.stateboards.ie](http://www.stateboards.ie), please note that you are not required to submit the questionnaire as part of the application process.

Having considered the overall suitability for membership of a State Board applicants should establish if they consider that they meet the specific appointment criteria set out in Section 4 above.

If you wish to be considered for appointment, you should submit an application via the following link [www.stateboards.ie](http://www.stateboards.ie) together with a detailed Curriculum Vitae and cover letter. In order to submit your application, please:

- i. Go to [www.stateboards.ie](http://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 if you wish).
- iv. On the relevant page please click on the button at the bottom of the page saying "apply for this position".
- v. This will bring you to a page on [www.publicjobs.ie](http://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" 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**

A Board Selection Panel (the “Panel”) will be convened by PAS to consider and assess the expressions of interest received by the PAS via [www.stateboards.ie](http://www.stateboards.ie). The Panel shall:

- review and discuss the expressions of interest received against specific appointment criteria for the role to be agreed by the panel;
- 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;
  - Any other selection method deemed appropriate.
- Arrive at a shortlist of suitable candidates to be sent forward for consideration by the Minister.

If you have any questions regarding the application process please email [info@stateboards.ie](mailto:info@stateboards.ie).

## **8. Data Protection Acts 1988 & 2003**

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