



**Appointment to the Judicial Appointments Advisory Board**

**Closing Date: Midnight on Monday, 6<sup>th</sup> April 2015**

**State Boards Division  
Public Appointments Service  
Chapter House, 26 – 30 Abbey Street Upper, Dublin 1**

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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:** Judicial Appointments Advisory Board
2. **Location:** Meetings will be in Dublin.
3. **Number of Vacancies:** 1
4. **Remuneration:** €0
5. **Time Requirements:** The Board meets to consider appointments when a judicial vacancy arises or is due to arise, the Board met 8 times during 2014.

## 1. Background

Under the Constitution, judges are appointed by the President on the advice of the Government. The current process for the appointment of judges in Ireland is set out in the [Courts and Court Officers Act 1995](#) which established the Judicial Appointments Advisory Board.

The purpose of the Board is to identify persons and inform the Government of the suitability of those persons for appointment to judicial office.

## 2. Functions of the Board

Section 14 of the Act enables the Board to adopt such procedures as it thinks fit to carry out its functions. The Board also has the power to appoint sub-committees to assist them and may:

- advertise for applications for judicial appointment;
- require applicants to complete application forms;
- consult persons concerning the suitability of applicants to the Board;
- invite persons identified by the Board to submit their names for consideration by the Board;
- arrange for the interviewing of applicants who wish to be considered by the Board for appointment to judicial office; and
- do such other things as the Board considers necessary to enable it to discharge its functions under the Act.

A person who wishes to be considered for appointment to judicial office is required to inform the Board in writing and to provide the Board with such information as it may require to enable it to consider the suitability of that person for judicial office. To assist the Board in this regard the Board the applicants are required to complete a detailed application form which includes questions on their practice, their professional qualification, education, character etc.

Under Section 16 of the Act, where a judicial office stands vacant or before a vacancy in a judicial office arises, the Advisory Board submits the names of all persons who have informed the Board of their wish to be considered for appointment to that vacancy and the names of at least seven persons whom it recommends for appointment.

### **3. Vacancy Details & Legislative Requirements**

Section 13(2)(c) of the Courts and Court Officers Act, 1995 states that

“not more than three persons appointed by the Minister who shall be persons engaged in, or having knowledge or experience (being knowledge or experience that the Minister considers appropriate) of commerce, finance, administration or persons who have experience as consumers of the services provided by the courts that the Minister considers appropriate.”

There is currently one vacancy for a member of the Judicial Appointments Advisory Board. On the advice of the Board, the Minister considers that this vacancy should be filled from among people with specific knowledge or experience of commerce and administration as detailed below.

### **4. Person Specification**

Expressions of interest in this vacancy are invited from members of the public who consider they possess the skills and experience necessary to review and assess applications from legal professionals who wish to be considered for judicial appointment.

Candidates must have experience in one or both of the following areas:

- Experience in the assessment of applications for senior level appointments, ideally within the justice system,

**and/or**

- Extensive experience of the legal and justice system, including knowledge of the Constitution.

In addition, it is highly desirable that candidates will possess one or more of the following:

- Experience of working on highly confidential selection assignments or projects,

**and/or**

- Experience of Board membership.

## **5. Term of Appointment**

Under the Act, 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 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.
- 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

## 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](http://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 a State Board, 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](http://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](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 position if you wish).
- iv. On the relevant page please click on the "apply for this position" button at the bottom of the page
- 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" 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](http://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](mailto:info@stateboards.ie).

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

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