



**Appointment to the Board of the National Transport Authority**

**Closing Date: Midnight on 7 May 2015**

**State Boards Division  
Public Appointments Service  
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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 the 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 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.

1. **Entity:** National Transport Authority
2. **Board Meeting Location:** Meetings will be primarily in Dublin. One meeting a year may be held outside Dublin.
3. **Number of Vacancies:** 6
4. **Remuneration:** €11,970  
(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, e.g., the appointment of Worker Directors).
5. **Time Requirements:** 12 meetings per annum

## 1. Background

The National Transport Authority is a statutory non-commercial body, which operates under the aegis of the Department of Transport, Tourism and Sport. It was established on foot of the Dublin Transport Authority Act 2008.

While it was originally conceived as a transport authority for the Greater Dublin Area under the 2008 Act, it was renamed the National Transport Authority in the Public Transport Regulation Act 2009. The 2009 Act, the Taxi Regulation Act 2013, and various Statutory Instruments have greatly extended the Authority's functions and geographic remit. There remain some specific additional functions in respect of infrastructure and the integration of transport and land use planning in the Greater Dublin Area, reflecting the particular public transport and traffic management needs of the Eastern region of the country comprising approximately 40% of the State's population and economic activity.

Draft legislation to give the Authority responsibility for the regulation of vehicle clamping is before the Houses of the Oireachtas at present (March 2015).

In broad terms, the Authority's statutory functions can be summarised as follows:

### ***National (including the Greater Dublin Area)***

- Procure public transport services by means of public transport services contracts;
- Provide integrated ticketing, fares and public transport information;
- Develop an integrated, accessible public transport network;
- License public bus passenger services that are not subject to a public transport services contract;
- Manage the Rural Transport Programme and the successor structure of Transport Co-ordination Units;
- Provide bus infrastructure and fleet and cycling facilities and schemes;
- Develop and implement a single public transport brand;
- Develop and maintain a regulatory framework for the control and operation of small public service vehicles (taxis, hackneys and limousines) and their drivers;
- Prepare statutory submissions on Regional Planning Guidelines;
- Collect statistical data and information on transport;
- Enforce EU passenger rights in rail, maritime and bus and coach transport;
- Validate EU authorisations and journey forms in relation to bus and coach travel in accordance with EU Regulation No. 1073/2009; and
- Operate as the national conciliation body for electronic toll service providers.

### ***Greater Dublin Area alone***

- Undertake strategic planning of transport;
- Invest in all public transport infrastructure;
- Develop the effective management of traffic and transport demand.

In addition to its statutory functions the Authority also undertakes a number of functions on behalf of the Department of Transport, Tourism and Sport on a non-statutory basis. The non-statutory functions include:

- Planning and funding of sustainable transport projects in the regional cities of Cork, Galway, Limerick and Waterford;
- Administration of the Smarter Travel Workplaces programme;
- Management of the Green Schools Travel programme; and
- Provision of accessibility funding to transport operators and other relevant bodies.

## **2. Functions of the Board**

The board of the Authority comprises a Chairman and 11 members. Nominees to the Board are as follows:

- The Chairperson and 8 ordinary members
- The CEO
- The holder of the office of Dublin City Council Chief Executive
- The holder of a senior management position in the Authority

The board is the governing body of the Authority and is therefore responsible for the appropriate governance of the Authority and for ensuring that there are effective systems of internal control, statutory and operational compliance and risk management in place. The board approves the long-term objectives and strategies as well as any regulatory framework for the Authority

The Board is required to comply with the Code of Practice for the Governance of State Bodies 2009 and the provisions of the Ethics in Public Office Acts.

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

Section 14(2)(d) of the Dublin Transport Authority Act 2008 (as subsequently amended) provides that “The chairperson and ordinary members of the Authority shall be appointed by the Minister from persons who in the opinion of the Minister have wide experience in relation to transport, industrial, commercial, financial, land use planning or environmental matters, the organisation of workers or administration.”

## **4. Person Specification**

Expressions of interest are invited from members of the public who consider they possess the skills and experience necessary **in one or more** of the following areas:

### **Finance**

Candidates must have:

- Extensive professional experience at a senior management level in a commercial organisation in the area of accountancy, audit and/or corporate finance.

## **Transport**

Candidates must have:

- Extensive experience at a senior level in the transport sector which would ideally include transport planning and/or transport investment experience.

## **ICT applied to Transport**

Candidates must have:

- Extensive professional experience at a senior level of the design, development and/or implementation of ICT applications generally but preferably in the transport field.

## **Regulation**

Candidates must have:

- Extensive experience at a senior level of the design, development and/or implementation of regulatory strategies preferably in the transport field but extensive experience of other areas where economic regulation applies is also acceptable.

## **Communications, Marketing and Media/PR**

Candidates must have:

- Extensive professional experience at a senior level of the design, development and/or implementation of communications, marketing, branding and/or media strategies.

In addition to the foregoing, it is desirable that candidates for **all roles** have at least one of the following:

- Experience of the transport sector
- Prior experience as a member of a Board
- Experience in corporate governance and compliance

## **5. Term of Appointment**

Under the Act, appointments to the Board will be for an initial period of up to 5 years with an option to extend the term of engagement for a maximum total term of 10 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. Submitting your expression of interest

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, you should consider carefully how your background and experience fits with the specific appointment criteria set out in Section 4 - Person Specification in this booklet.

If you decide that you wish to be considered for appointment, we welcome you submitting your expression of interest via the following link [www.stateboards.ie](http://www.stateboards.ie) together with your detailed 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 Board 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.*

## 7. Assessment 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.
- compile 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](#)

***The Public Appointments Service thanks you for your interest in State Board appointments***

## APPENDIX 1

### Submitting your expression of interest

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 you 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](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 create one.
- 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 the "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.