



Appointment to Chair the Board of the Property Services Appeal Board

Closing Date: Midnight on 11 June 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, 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.

Entity: Property Services Appeal Board

Board Meeting Location: Dublin

Number of Vacancies: 1 (Chairperson)

Remuneration: €500 per sitting day up to a maximum of 12 Appeal Board meetings and 4 oral hearings per annum. (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.)

Time Requirements: The Appeal Board is required as far as practicable to ensure that appeals are dealt with and determined expeditiously. It is estimated that there will be up to 12 Appeal Board meetings per annum. In addition, the Chairperson will be required to review any documentation supplied by the Secretary to the Appeal Board in preparation for meetings.

1. Background

The Property Services Regulatory Authority (PSRA) was formally established on 3 April 2012 pursuant to the [Property Services \(Regulation\) Act 2011](#). One of the main statutory functions of the PSRA is the licensing of Property Services Providers, i.e. auctioneers, estate agents, letting agents and management agents. The PSRA is independent in the performance of its functions. Decisions of the PSRA may, however, be appealed to the Property Services Appeal Board, as provided for under Section 74 of the Act. The Chairperson and five other members of the Appeal Board are appointed by Government.

The Appeal Board's primary functions are to adjudicate on any appeals against decisions of the Property Services Regulatory Authority –

- (a) to refuse to issue licences for the provision of property services to applicants who do not satisfy new statutory standards and
- (b) regarding sanctions, if any, to be imposed on licensees against whom complaints have been made.

2. Person Specification

The Minister for Justice and Equality invites expressions of interest from suitably qualified candidates to Chair the Property Services Appeal Board.

Candidates must have:

- **Extensive Legal Experience**

In accordance with Section 74, Schedule 5 of the Property Services (Regulation) Act, 2011, the Chairperson must be a practising solicitor or barrister of not less than 7 years' standing.

- **Corporate Governance and Compliance Experience**

Candidates must demonstrate

- Previous experience as chairperson or
- membership of a board or
- possession of a relevant qualification in the area or
- other relevant experience

In addition, it is desirable that candidates have:

- Experience of the property services sector
- Executive/Managerial/Professional Experience in dispute resolution
- Financial Expertise (Accountancy, Audit, Corporate Finance)

3. Term of Appointment

Under the Act, appointments to the Board will be for an initial period of 4 years with an option to extend the term of engagement for a second term of 4 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.
- The roles and responsibilities of Board Members are described in the Code of Practice for the Governance of State Bodies 2009 which is available on the website of the Department of Finance ([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.

4. 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. 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 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.

5. 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. 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.

6. 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.
- 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 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.