



Appointment to the Classification of Films Appeal Board

Closing Date: Midnight on 22 June 2015

**State Boards Division
Public Appointments Service
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stateboards.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 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.

1. **Entity:** Classification of Films Appeal Board
2. **Board Meeting Location:** Dublin
3. **Number of Vacancies:** 1 Chairperson and 8 Ordinary Members
4. **Remuneration:** Nil. However, travel and subsistence expenses are payable in respect of attendance at Board meetings.
5. **Time Requirements:** The board meets as required depending on the number of appeals submitted. No appeals were submitted in 2014.

1. Background

The Irish Film Classification Office (IFCO), (formerly known as the Film Censor's Office) is a statutory body under the aegis of the Department of Justice and Equality. It was established on a statutory basis pursuant to the [Censorship of Films Act 1923](#) and its role was expanded by the various Censorship of Films Acts and the [Video Recordings Act 1989](#).

The main functions of IFCO are:

- To examine and certify all cinema films and videos/DVDs supplied in Ireland and which are not otherwise exempt from classification.
- to provide the public and parents in particular with a modern and dependable system of classification that:
 - protects children and young persons
 - has regard for freedom of expression
 - has respect for the values of Irish society

The Director of Film Classification is independent in the exercise of his official functions. However, the film producer/distributor who originally submitted a film for classification may appeal a decision of the Director of Film Classification to the Classification of Films Appeal Board.

2. Functions of the Board

The Censorship of Films Appeal Board was established under Section 3 of the Censorship of Films Act 1923. Since July 2008 the Appeal Board has been known as the Classification of Films Appeal Board in accordance with Section 71 of the [Civil Law \(Miscellaneous Provisions\) Act 2008](#). Its function is to adjudicate on any appeals brought against the decision of the Director of Film Classification as to the classification of a film or video/DVD. The decision of the Appeal Board is final.

3. Person Specification

The Minister for Justice and Equality invites applications for membership of the board from suitably qualified candidates.

Ordinary Member:

Candidates must have:

- Experience which would demonstrate excellent judgement and objective decision making
- Experience which would demonstrate the ability to apply regulations
- Knowledge of the film sector

In addition, it is desirable that candidates have:

- Previous experience of Board Membership

Chair:

In addition to the requirements laid out above, candidates must have experience of Board Membership and preferably previous experience of chairing a Board engaged in adjudication.

4. Term of Appointment

Under the Act, appointments to the Board will be for an initial period of 5 years with an option to extend the term of engagement for a second term of 5 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.

5. 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.

6. 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.

7. 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.