



Appointment to the Board of the National Library

Closing Date: Midnight on 16 July 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.

Entity: National Library

Board Meeting Location: Dublin

Number of Vacancies: 1 Chairperson and up to 8 Ordinary Members

Remuneration: Nil.

Time Requirements: a minimum of 9, 2-3 hour, meetings per annum

1. Background

The National Library of Ireland was established by the Dublin Science and Art Museum Act, 1877, which provided that the bulk of the collections in the possession of the Royal Dublin Society should be vested in the then Department of Science and Art for the benefit of the public and of the Society, and for the purposes of the Act.

This historic arrangement ended with the establishment of the National Library of Ireland as an autonomous cultural institution on 3rd May 2005 under [the National Cultural Institutions Act, 1997](#).

The mission of the Library is to collect, preserve, promote and make accessible the documentary and intellectual record of the life of Ireland and to contribute to the provision of access to the larger universe of recorded knowledge.

The Office of the Chief Herald in Kildare Street and the National Photographic Archive in Temple Bar are part of the National Library.

2. Functions of the Board

Section 12 (1) of the National Cultural Institutions Act, 1997 specifies the principal functions of the Board of the Library:

“to conserve, restore, maintain and enlarge the library material in the collection of the Library for the benefit of the public and to establish and maintain a record of library material (including material relating to the Irish language) in relation to Ireland and to contribute to the provision of access by members of the public to material relating to other countries.”

The Board has established, in accordance with the provisions of the Act, two statutory Board Committees, reporting to the Board: the **Readers Advisory Committee** whose main function is to act as a standing body to advise the Board of the National Library on matters relating to the provision of services by the Library and the **Committee on Genealogy and Heraldry** which acts as a standing body to advise the Board of the National Library on matters arising from the Board's statutory powers and functions in the areas of Genealogy and Heraldry. The Board has also established an **Audit Committee**.

3. Vacancy details and legislative provisions

Section 19 of the National Cultural Institutions Act, 1997, sets out the provisions in relation to membership of the Board. Subsection 2 specifies that: “The Board of the Library shall consist of a chairperson and not less than 9 or more than 11 ordinary members who shall be

appointed to be members of the Board of the Library by the Minister [of Arts, Heritage and the Gaeltacht].”

Subsection 4 (c) addresses the gender balance and states that “not less than 4 [members] shall be women and not less than 4 shall be men”.

The Minister is also required to make 3 appointments to the board on foot of nominations by the Royal Dublin Society (2 appointees) and members of staff of the Library (1 appointee). This campaign is being held to fill the other vacancies on the board which will arise when the current Board reaches the end of its term of office in late August or early September. The Minister is also seeking to fill the position of Chair of the board which fell vacant in May.

Subsection 10 states that:

“In the selection of persons for appointment to membership of a Board regard shall be had to the person's attainments or interest in or his or her knowledge of art, craft design, librarianship, museum curatorship, genealogy, education, management and administration, industrial relations, sales and marketing, or his or her competence otherwise to assist the Board in the performance of its functions.”

4. Person Specification

The Minister for Arts, Heritage and the Gaeltacht is seeking to appoint up to a maximum of nine suitably qualified candidates, including a Chair, to sit on the board of the National Library. In order to ensure a mix of complementary skills and experience in line with the Act, in particular subsection 10 of section 19 listed above the Minister may choose to appoint from any or all of the profiles (4a below).

Chair

In addition, the Minister for Arts, Heritage and the Gaeltacht intends to appoint, from among the ordinary Members selected, a Chairperson of the Board. Applicants are invited to express an interest in this additional role and detail in their cover letter the additional skills and experience they would bring to it.

In addition to meeting the requirements for selection as an ordinary member of the board under one or more of the profiles below, it is desirable that candidates have

- Previous experience of board membership, preferably on the board of a cultural institution
- Proven understanding of the main issues facing the National Library and the context under which it operates demonstrated by senior-level professional experience in the public service or a cultural / educational institution.

4a. Profiles

Senior professional or academic

The candidate must have experience in one or more of the following

- Librarianship
- Archival sciences
- Cultural heritage
- Digital library
- Genealogy
- Conservation
- Copyright and intellectual property
- Digital humanities

Experience of more than one of the above is desirable as is experience of corporate governance, fundraising, financial management or PR and marketing.

Corporate governance / financial and risk management

While it is desirable that the candidate have some knowledge of the sector, to qualify under this profile the candidate may have qualifying experience from another sector.

Candidates must have

- professional experience in corporate governance including in HR, procurement and compliance and/or change management **and/or**
- experience in finance and risk management preferably including experience on an audit committee **and/or**
- experience of developing major capital heritage projects including building projects.

Fundraising / philanthropy / PR and marketing

Candidates must have leadership experience of fundraising, philanthropy and donor relations **and/or** PR and marketing in the cultural / heritage sectors.

5. 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.

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. 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.

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. 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.

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.
- 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.