



Appointment to the Board of the Open Data Governance Board (ODGB)

Closing Date: Midnight on 14 August 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: Open Data Governance Board (ODGB)

Board Meeting Location: Board meetings will be primarily held in Dublin

Number of Vacancies: up to five members

Remuneration: Members of this Board will not be remunerated. Travel and subsistence allowances may be claimed in accordance with Government guidelines.

Time Requirements: A minimum of 4 meetings per annum

1. Background

Open Data has been recognised by the Government and, in particular, the Minister for Public Expenditure and Reform, Brendan Howlin T.D., as having a powerful role to play in the Public Service Reform agenda. Accordingly, Open Data is an important element of a wide variety of key policy documents and action plans. The Public Service ICT Strategy, in particular, identifies data as a critical enabler of Public Service Reform, facilitating increased data sharing and innovative use of data across all Public Bodies to enable the delivery of integrated services, improve decision making and improve openness and transparency between Government and the public. The ICT Strategy recognises Open Data as a priority and will support the development and adoption of an evidence-based Open Data policy for the Irish Public Service.

Ireland's Open Data Initiative intends to encourage public bodies to release data in open formats and to create an environment in which the data may be used and re-used in a structured, safe and open way.

The Open Government Partnership National Action Plan is available at <http://www.per.gov.ie/minister-brendan-howlin-td-publishes-irelands-first-open-government-partnership-national-action-plan/>

Two current public consultation documents on Open Data (Foundation Document and Technical Framework Document) are available at <http://www.per.gov.ie/minister-howlin-launches-next-steps-in-the-open-data-initiative/>

To ensure that the Open Data Initiative is underpinned by strong governance structures, the Minister for Public Expenditure and Reform will establish an Open Data Governance Board (ODGB).

2. Functions of the Open Data Governance Board

The ODGB will provide strategic leadership in line with best international practice in the area of open data. It will support the Minister for Public Expenditure and Reform and the Government in driving implementation of the National Open Data Strategy.

The Board will focus on governance of the implementation of the Open Data Initiative across the Public Service. It will consider how to improve the capacity and capability of public bodies in implementing Open Data, with particular emphasis on cross-cutting issues.

The ODGB will consider opportunities to maximise the value of public sector data and information for long-term economic, social and democratic benefit, including through the identification and release of appropriate data free of charge, and make recommendations to Government in this regard.

The ODGB will be supported by a Secretariat located in the Government Reform Unit in the Department of Public Expenditure and Reform.

3. Composition of the Board:

The Minister is seeking expressions of interest drawn from outside the public sector for up to five members of the Board who can make a substantive contribution to the delivery of the Board's objectives. It is envisaged that there will also be senior public service representatives on the Board.

4. Person Specification

The Minister for Public Expenditure and Reform invites applications from suitably qualified candidates for membership of the ODGB.

Persons expressing an interest in these roles must be able to demonstrate that they meet the following **essential** criteria:

- Have extensive experience at senior leadership levels, particularly in the areas of change management and innovation,
- Extensive involvement with relevant networks across one or more of the following areas:
 - Business and enterprise,
 - Civil society organisations,
 - Academia and research,
- Have significant experience of working in a data intensive environment.
- Have a strong commitment to the development of Open Data in Ireland

The Minister, in considering people for appointment, may appoint more than one suitable candidate from any of the abovementioned areas of expertise.

5. Term of Appointment

Appointments to the Board will be for an initial period of 2 years with an option to extend the term of engagement at the Minister's discretion:

- 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 of public bodies 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 3 - 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 email 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.