



**Appointments as Ordinary Member of the Valuation Tribunal**

**Closing Date: Midnight on 16 September 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](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.

## The Valuation Tribunal

**Tribunal Meeting Location:** Holbrook House, Holles Street, Dublin 2.

**Number of Vacancies:** 10

**Remuneration:** A daily sitting fee of €339.86 is paid to members for their attendance at full appeal hearings together with an allowance for travel and subsistence in line with the current rules and regulations covering the payment of such allowances.

A Conference fee of €107.42 is payable for any follow up meetings that may be required, further to the appeal hearing day, held at the Valuation Tribunal.

**Time Requirements:** Membership of the Valuation Tribunal requires a significant time commitment and prospective applicants should consider carefully their availability before submitting an application.

There are a considerable number of appeals waiting to be heard by the Valuation Tribunal. A three person division of the Tribunal meets five times a week at present. It is proposed to increase the frequency to 10 times per week. Given the current membership and new members being added it is expected that a member could be required one day per week. Hearings last on average a half a day.

### 1. Background / Functions of the Board

The Valuation Tribunal is an independent statutory body which hears appeals against decisions of the Commissioner of Valuation on the valuation and revaluation of commercial properties for rating purposes under [the Valuation Act 2001](#) as amended by the [Valuation \(Amendment\) Act 2015 \(hereinafter 'the Valuation Acts'\)](#). It also hears appeals made by owners of derelict sites against the determination by local authorities of the market values of those sites under the [Derelict Sites Act 1990](#).

The Valuation Office is in the process of revaluing every commercial property in the State. To date approximately 1/3 of the 146,000 properties have been revalued. The remainder will be revalued over the next 5/6 years. The Valuation Office also receives applications to value commercial properties that have been subject to a 'material change of circumstances' within the meaning of the Valuation Acts ('revision'). Both the revaluation and revision processes can result in appeals to the Valuation Tribunal. The revaluation programme is a major undertaking and it has and will give rise to a greater number of appeals to the Tribunal leading to a requirement for an increased number of Valuation Tribunal members.

The Tribunal currently comprises 19 members, including one Chairperson, five Deputy Chairpersons and 13 Ordinary Members, mainly drawn from the legal and valuer/chartered surveyor professions. Ordinary members are appointed for a term of up to five years and can be re-appointed. Ordinary members may be considered for the role of Deputy Chairperson. The Tribunal currently meets in divisions of three chaired by the Chairperson or one of the Deputy Chairs. Recent changes to the legislation will mean that a single member of the Tribunal can hear an appeal or that an appeal can be determined without an oral hearing.

Members of the Tribunal receive administrative support from the Registrar and a team of staff at the Tribunal offices at Holbrook House, Holles Street, Dublin 2.

## 2. Person Specification

The Minister for Public Expenditure and Reform is seeking expressions of interest from candidates who are willing to engage fully with the work of the Tribunal and who have the following skills:

- Ability to read, analyze and comprehend various statutes, regulations and complex summaries of evidence in the course of preparing for and the holding of a hearing
- Ability to conduct a hearing with due regard to fair procedures
- Ability to take an active part at hearings and to write clear, coherent decisions founded on established legal and valuation principles
- Ability to work independently and as a team member
- Ability to communicate effectively, both orally and in writing
- Sound judgment
- High ethical standards and integrity
- Respect, fairness and impartiality
- Tact and discretion.

The **principal requirement** is that candidates have knowledge of rating law or the ability to acquire it quickly, including:

- Knowledge of the legislative framework governing the valuation of ratable property in Ireland and of the procedures in place for appealing valuations determined by the Commissioner of Valuation; and
- Knowledge of the legislative framework governing the registration of derelict sites by local authorities and the statutory mechanism in place to appeal the market value of urban land determined by local authorities

Candidates must qualify in one of the following areas:

### Legal

Candidates must be, or have been, a practicing Solicitor or Barrister or a qualified lawyer from another common law jurisdiction with significant post qualification experience (minimum 5 years). It is desirable that this professional experience be partially or wholly in the area of valuation/rating law.

### Commercial Property Valuation

Candidates must have significant professional experience in a practice which includes the valuation of commercial properties, particularly for rating purposes and preferably as a chartered surveyor.

In addition to qualifying under the above profiles and being available and willing to sit on the Tribunal, it is desirable that candidates have previous experience of participating in a Tribunal which would be indicative of knowledge and experience of the procedures and practices and legal principles involved in conducting a quasi-judicial hearing.

### 3. Terms of Appointment

Under the Act, appointments to the Tribunal will be for a period of up to 5 years and when such term expires, the member shall be eligible to re-apply for a further term of appointment, subject to:

- The membership of any member of the Tribunal may be terminated by the Minister at any time, on the basis of reasons to be stated by the Minister.
- A member of the Tribunal may resign his or her membership 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 Tribunal 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.
- Members of the Tribunal are expected to comply with the Appendix on Ethics and Standards in Public Office of the Code of Practice for the Governance of State Bodies 2009 which is available on the website of the Department of Finance and to fill in annual return forms for ethics and standards).
- A Tribunal member shall cease to be a member 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.

### 4. Submitting your expression of interest

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.*

## 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](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).

## 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](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.