



**Appointments to the Board of the Heritage Council**

**Closing Date: Midnight on 7 January 2016**

**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.

## Membership of State Boards

High standards of corporate governance in all State Agencies, whether in the commercial or non-commercial sphere, are critical to ensuring a positive contribution to the State's overall social and economic development.

Members of State Boards are appointed to act on behalf of the citizen to oversee the running of the affairs of state bodies. State bodies must serve the interests of the taxpayer, pursue value for money in their endeavours (including managing risk appropriately), and act transparently as public entities. Members of State Boards, and the relevant management team, are accountable for the proper management of the organisation.

Board members should act on a fully informed basis, in good faith, with due diligence and care, and in the best interest of the State body, subject to the objectives set by Government.

The [Code of Practice for the Governance of State Bodies](#) provides a framework for the application of best practice in corporate governance by both commercial and non-commercial State bodies.

In order to be an effective contributor on a State Board it is recommended that members should :

- bring independent and objective scrutiny to the oversight of the organisation;
- be prepared to be challenging when necessary while being supportive to the delivery of organisational strategy and objectives;
- be equipped to offer considered advice on the basis of sound judgement and experience;
- be prepared to make a time commitment to their work commensurate with their role.

## Appointments to the Board of the Heritage Council

<b>Location:</b>	Heritage Council Headquarters, Church Lane, Kilkenny
<b>Number of Vacancies:</b>	14
<b>Remuneration:</b>	Nil Travel expenses are paid at normal civil service rates.
<b>Time Requirements:</b>	Approximately 6 full day meetings per annum.

### 1. Background

The Heritage Council of Ireland is a statutory body established by the Irish Government in 1995 with its own founding legislation, the [Heritage Act 1995](#). Its statutory functions are to propose policies for the identification, protection, preservation and enhancement of the national heritage including monuments, archaeological objects, heritage objects, architectural heritage, flora, fauna, wildlife habitats, landscapes, seascapes, wrecks, geology, heritage gardens and parks and inland waterways.

The Heritage Act defines heritage as including landscapes and seascapes and, significantly, includes the key elements of Ireland's natural and cultural heritage. The Council operates grants programmes and supports a number of heritage organisations which have a considerable impact in terms of heritage conservation, employment and raising local community awareness and support for heritage.

### 2. Functions of the Board

The Heritage Act provides that the Heritage Council should in particular 'promote interest, education, knowledge and pride in, and facilitate the appreciation and enjoyment of the national heritage'.

The main functions of the Board are to oversee the governance and management of the Heritage Council and its main objectives which are as follows:

- **Heritage Information - collection and dissemination:** to advise on and contribute to the development of heritage information and to ensure the effective use of heritage data in policy formulation and decision-making.
- **Provide advice to the Minister:** to provide high quality advice to the Minister on policies and priorities relating to heritage.
- **Placing heritage in the heart of public life:** to influence the shaping of public policy, ensuring that it is fully informed and takes full account of heritage issues.

- **Local authorities and heritage management:** to support local authorities in the integration of heritage conservation into their activities, and the enhancement of heritage at the local level.
- **Raising awareness and appreciation of our heritage:** to facilitate and build on increased awareness, understanding and enjoyment of the heritage among the community.
- **Best practice in heritage conservation and management:** to promote and advise on best practice standards for heritage conservation and management among practitioners.

Sections 2 and 3 of the Schedule of the Heritage Act (1995) set out the provisions regarding appointment to the Heritage Council.

**Section 2 (1)** states that ‘Of the members of the Council not fewer than seven shall be men, and not fewer than seven shall be women.’ **Section 2 (2)** states that ‘Each member of the Council shall be a person who, in the opinion of the Minister, has an interest in or knowledge or experience of or in relation to the national heritage’. **Section 3** states that ‘A member of the Council shall not be eligible for reappointment where that person has served two consecutive terms.’

The current composition of the board is:

Name	Appointed	Position type	
Conor Newman	July 18,2013	Chair	Appointed to 18/7/2018
Ted Creedon	Jan. 25, 2012	Member	Appointed to 25/1/2016
Fidelma Mullane	Jan. 25, 2012	Member	Appointed to 25/1/2016
Catherine Heaney	Jan 25, 2012	Member	Appointed to 25/1/2016
Kieran O'Conor	Jan. 25, 2012	Member	Appointed to 25/1/2016
Ciara Breathnach	Jan 25, 2012	Member	Appointed to 25/1/2016
Michael Parsons	Jan. 25, 2012	Member	Appointed to 25/1/2016

### 3. Person Specification

The Minister for Arts, Heritage and the Gaeltacht is seeking to appoint up to a maximum of 14 suitably experienced and qualified candidates to sit on the board of the Heritage Council. In order to ensure a mix of complementary skills and experience the Minister may choose to appoint from any or all of the three profiles listed below.

It is **desirable** that applicants have general interest in or knowledge of or experience of, or in relation to, the national heritage. It is also **desirable** that the members of the Council represent the regional dimension to the work of the Council. In that regard, a regional spread of candidates, consistent with the balance of Board membership skills required, is being sought. The Minister welcomes applications representative of the diversity of the Irish population, particularly reflecting gender, geography and cultural interests.

In addition to the foregoing desirable attributes, it is **essential** that applicants can demonstrate experience under one or more of the following profiles:

**Profile A: Professional, Academic or Voluntary/Community**

Recognised professional or academic experience or specific voluntary/community experience in a relevant field, such as:

- Built and Natural heritage
- Cultural heritage
- Community heritage

The foregoing may include such areas as archaeology, architecture, conservation, ecology/habitats, folk life, geology, landscape/seascape, wrecks, museology, public history, industrial heritage, and experience working with local authorities and educational bodies.

**Profile B: Business Experience**

Relevant business experience in one or more of the following areas:

- Corporate governance, finance and risk management, preferably including experience on an audit committee
- Business management experience including HR and/or procurement and compliance, and/or change management
- Local government management experience.

**Profile C: Fundraising / Philanthropy / PR and Marketing**

Relevant professional experience in one or more of the following areas:

- Fundraising
- Public relations and marketing

**4. Term of Appointment**

Under the Act, appointments to the Board will be for an initial period not exceeding 5 years with an option to extend the term of engagement for a second term of no more than 5 years. The following terms of appointment apply:

- 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 schedule of the Act, 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.

- 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..

## **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](http://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](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.*

## **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](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).

#### **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](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.