

Appointment to the Private Residential Tenancies Board

Closing Date: Midnight on 31 March 2016

**State Boards Division
Public Appointments Service
Chapter House, 26 – 30 Abbey Street Upper, Dublin 1**

Telephone Number: 353 1 858 7441

Email: info@stateboards.ie

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.

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. In that regard and in accordance with 13.2 of the Guidelines on Appointments to State Boards, "it is advisable that no member of a State Board should serve more than two full terms of appointment or should hold appointments to more than two State Boards."

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.

Appointment to the Private Residential Tenancies Board

Location:	Dublin
Number of Vacancies:	1
Remuneration:	<p>Board members are paid on an attendance basis with Board meetings attracting a fee of €196 and Dispute meetings €329. Travel and subsistence is payable at the appropriate Civil Service rate.</p> <p>(It should be noted that in line with the 'One Person One Salary' principle, no public servant will be entitled to receive remuneration in the form of board fees, save for situations that are statutorily provided for e.g. Worker Directors).</p>
Time Requirements:	<p>6 half-day dispute meetings and 1 Board meeting per month. In addition there is approximately a half-day preparatory work before each meeting consequently candidates should consider whether they are available for up to two days a week before applying.</p>

1. Background

The Private Residential Tenancies Board (PRTB) was established as an independent statutory body under the [Residential Tenancies Act 2004](#) on the 1st of September 2004. The principal activities of the PRTB include the registration of private residential tenancies and the provision of an efficient and accessible dispute resolution service for landlords, tenants and third parties as well as the provision of policy advice and information to the Minister of Environment, Community and Local Government on the private residential rented sector.

[The Residential Tenancies \(Amendment\) Act 2015](#), which was signed into law by the President on 4 December 2015, provides for (inter alia) the extension of the Board's remit to the not for profit Approved Housing Bodies Sector, the introduction of new procedures around rent reviews, the extension of the notice period for the termination of tenancies and free mediation. Commencement orders in respect of the various provisions are expected to be signed during 2016.

2. Functions of the Board

Board Members are expected to participate at monthly Board Policy meetings. In addition the Board must formally approve all Determination Orders issued by its Adjudicators; there are currently 6 to 7 Board Disputes meetings monthly to fulfil this Determination Order function. Each Disputes meeting requires prior examination of approximately 300 pages of dispute case notes.

In order to fulfil its functions the Board has also established a number of sub-committees including a Finance Committee, Education and Awareness Committee, Legislation Committee and Audit Committee. If a candidate has particular skills or interests they may also be appointed to one of these sub-committees. Membership of these sub-committees is a matter for the Board. Induction training is provided for all new Board members. This training includes an overview of the Residential Tenancies Act highlighting the Board's role and the PRTB Corporate Governance Framework which includes ethics in public office.

The current composition of the board is:

Name	First Appointed	Reappointed	Expiry Date	Position type
Catriona Walsh	16/04/2013		30/04/2017	Chair
Gareth Robinson	02/10/2013		31/12/2017	Board Member
James Leahy	10/06/2014		31/05/2018	Board Member
John Fitzgerald	01/04/2013		31/03/2017	Board Member
Joseph Meehan	01/12/2010	01/12/2014	30/11/2017	Board Member
Kathleen McKillion	02/10/2013		31/12/2017	Board Member
Noel Conroy	02/10/2013		31/12/2017	Board Member
Noel Merrick	01/04/2013		31/03/2017	Board Member
Paul Flood	01/04/2013		31/03/2017	Board Member
Rhonda Donaghey	16/04/2013		30/04/2016	Board Member
Tim Ryan	17/02/2012	31/05/2015	31/05/2018	Board Member
Tricia Sheehy Skeffington	17/02/2012	31/05/2015	31/05/2018	Board Member

3. Person Specification

The Minister for Environment, Community and Local Government invites expressions of interest, from suitably qualified candidates with a background in ICT, in serving as a member of the Board of the PRTB.

ICT management

Candidates must have extensive and broad professional experience in ICT management preferably including:

- IT security
- Systems design and integration
- Cloud computing

it is also desirable that candidates have:

- Proven experience of engagement with the Local Authority sector
- Knowledge of Public Sector procurement practices
- Professional / Board experience of Corporate Governance and compliance or a qualification in the area

- Knowledge and experience in areas relevant to the PRTB's mandate including in relation to the Landlord, Tenant and Approved Housing Bodies Sectors; landlord and tenant law; and administration.

4. Term of Appointment

In accordance with Section 153 of the Residential Tenancies Act 2004, appointments to the Board will be for an initial period of up to 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

Before submitting your expression of interest, please review the self-assessment questionnaire which can be found [here](#). This 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 the Person Specification section in this booklet. Please give careful consideration to the possibility of any potential conflict of interest that may arise if appointed to this board.

Your submission should be made via the following link www.stateboards.ie together with your **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.

If you have any questions regarding the application process please email info@stateboards.ie.

6. Assessment Process

An Assessment Panel (the "Panel") will be convened by PAS to consider and assess the expressions of interest received by PAS. The Panel will:

- review and discuss the expressions of interest received against the specific appointment criteria for the role, as advertised in this Information Booklet;
- assess potential candidates 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; and/or
 - Any other selection or verification method deemed appropriate (this may include PAS requiring statutory declarations from shortlisted applicants as to the bona fides of the qualifications and experience contained in their applications).
- arrive at a shortlist of suitable candidates to be sent forward for consideration by the Minister.

7. Confidentiality

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence. All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

8. Data Protection Acts 1988 & 2003

Should your name be forwarded to a Minister for consideration, please note that your cover letter and curriculum vitae will be forwarded to the relevant department and may be retained for up to one year.

For further information on Data Protection please follow the [link](#).

APPENDIX 1

Submitting your expression of interest

In order to submit your application, you should take the following steps:

1. Go to www.stateboards.ie.
2. On the bar at the top of the page click on "Available Appointments".
3. 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).
4. On the relevant page please click on the "apply for position" button at the bottom of the page
5. 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.
6. 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.
7. 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".
8. 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.
9. 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.