



Appointments to the Board of the Digital Hub Development Agency

Closing Date: Midnight on 28 April 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, 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.

Appointments to the Board of the Digital Hub Development Agency

Location:	Dublin
Number of Vacancies:	3
Remuneration:	€7,695 per annum. Travel and subsistence is payable at the appropriate Civil Service rate. (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).
Time Requirements:	Approximately 10 half-day meetings per annum.

1. Background

The Digital Hub Development Agency (DHDA) was established in 2003 under the [Digital Hub Development Agency Act 2003](#) to support digital entrepreneurship through the creation of a cluster focussed on digital content and technology enterprise. The DHDA is currently funded through commercial income and Exchequer funding roughly on a 50/50 basis.

The DHDA campus is located in Dublin 8 on a nine-acre site. Over 50% of the campus has so far been developed, with some 11,000m² of office space currently occupied by client companies. The remainder consists of a number of unoccupied buildings in various states of repair, many of which are protected structures.

The Digital Hub is a key part of Dublin's digital ecosystem, supporting digital start-up and early stage companies with high growth potential through the provision of the specific mix of factors they need to realise their potential to expand. The DHDA offers digital companies flexible property solutions, access to talent and facilities, technology transfer and peer-to-peer collaboration within the wider digital sector. At end 2015, the Digital Hub cluster housed 98 client companies with over 700 employees. The occupancy rate was 95% at end-December 2015.

In the context of its programme to rationalise State agencies, the Government approved proposals in 2015 for the transition of the DHDA into an independent company under the aegis of Dublin City Council (DCC). The relevant legislative arrangements to provide for this transition are currently being progressed.

For further information on the DHDA, visit <http://www.thedigitalhub.com/>. The most recent annual report and accounts may be viewed at:

http://www.thedigitalhub.com/uploads/files/dir147/dir7/6_0.php

http://www.thedigitalhub.com/uploads/files/dir147/dir7/7_0.php

2. Functions of the Board

The Board operates in accordance with the provisions of the Digital Hub Development Agency Act 2003, the Ethics in Public Office Act 1995, the Standards in Public Office Act 2001 and the Code of Practice for the Governance of State Bodies. Board members are required to submit a Statement of Interests to the Standards in Public Office Commission where there may be a material influence on their performance of Agency matters.

The Board is responsible for the system of internal financial control and for putting in place processes and procedures for ensuring that the system is effective. The Board is also responsible for safeguarding the assets of the DHDA and taking reasonable steps to prevent and detect fraud and other irregularities.

In accordance with Section 18(1) of the DHDA Act, the Board *may establish committees to advise it on matters relating to any of its functions and may determine the terms of reference and regulate the procedure of any such committee*. The Finance and Audit Committee is the only Committee that currently reports to the Board.

The Board of the DHDA is responsible for the strategy and policies of the Agency and for oversight of the Agency. In 2014, the Board put in place a strategy which aims to deal definitively with the DHDA's extensive portfolio of derelict properties, develop parts of the campus, reduce operational expenditure and increase commercial income, with a view to eliminating reliance on the Exchequer. The core aims in the Board's strategy are:

- To build and operate a world-class cluster for scaling digital enterprises.
- To further the development of the cluster, and to facilitate and contribute to urban regeneration.

The successful implementation of this strategy and preparation for the transition to DCC will be a priority for the Board.

In this regard, the Agency is currently engaged in a competitive dialogue process with the objective of developing a significant part of its property portfolio in partnership with the private sector, so as to expand the facilities available for the digital enterprise cluster. It is also envisaged that further sites will be developed over the coming years.

The current composition of the Board is:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Brendan McDonagh	09/04/2013	09/04/2015	08/04/2017	Board Member	Ministerial
Clare Duignan	20/01/2014		19/01/2017	Board Member	Ministerial
Gerry Macken	30/06/2014			Board Member	CEO. Ex officio
Katherine Licken	19/10/2010	04/10/2013	03/10/2016	Board Member	Ministerial
Owen Keegan	04/10/2013		03/10/2016	Board Member	Ministerial
Paul Holden	29/05/2012	29/05/2015	28/05/2017	Chair	Ministerial

3. Person Specification

The Minister for Communications, Energy and Natural Resources invites applications from suitably qualified candidates for three vacancies on the Board, as set out below.

- **Member with Finance Expertise**

Candidates must have significant relevant professional experience in accountancy and/or audit and hold membership of a professional body. It is highly desirable that they have previous audit committee experience.

- **Member with Project Management/Property Management Expertise**

Candidates must have significant relevant professional experience in project development and management, and/or experience in commercial property development and management.

- **Member to Represent the Local Community**

Section 15 of [the DHDA Act](#) provides that the Board shall include a representative of the local community. Candidates must have experience of representing the interests of the communities in the locality of the Digital Hub. Experience of working with local communities in supporting the redevelopment of the area and/or supporting their use of digital technologies would be desirable.

4. Term of Appointment

Appointments will be made for a period of up to two years or until the dissolution of the current Board upon transfer of the Agency to Dublin City Council, whichever is the earlier, 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 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](#).
- 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 decide 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 you are 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 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
 - Meeting¹/conference call; and/or
 - Referee checks; and/or

¹ The Public Appointments Service will not be responsible for refunding any expenses incurred by candidates.

- 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 enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone other than 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 State Board Liaison Officer in 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.