

**Appointments to the Board of the Arts Council**

**Closing date: 3pm on Monday 29<sup>th</sup> August 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. 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 Arts Council

<b>Location:</b>	Meetings will be in Dublin with one annual meeting held outside Dublin.
<b>Number of Vacancies:</b>	6 (3 current and 3 in autumn 2016)
<b>Remuneration:</b>	€5,985 per annum. Travel and Subsistence will be paid at the appropriate 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).
<b>Time Requirements:</b>	10 plenary meetings per annum with additional sub-committee meetings. Some members will also be required to Chair 'peer panels' which meet to decide on allocations for funding. It is anticipated that members will be required to contribute up to 15 full days per year (including the 10 plenary meetings).

### 1. Background

Established in 1951, the Arts Council/An Chomhairle Ealaíon is the government agency for supporting and developing the arts in Ireland. The Council recognises that the arts have a central and distinctive contribution to make to our evolving society.

The Arts Council, established under the [Arts Act 2003](#), has 12 members and a chair, appointed by the Minister for Arts, Heritage, Regional, Rural and Gaeltacht Affairs for a term of five years.

The Arts Council's core functions under the Act are to

- stimulate public interest in the arts
- promote knowledge, appreciation and practice of the arts
- assist in improving standards in the arts
- advise the Minister and other public bodies on the arts.

In September 2015 the Arts Council published its new ten-year strategy, Making Great Art Work, which set out how the Council will lead the development of the arts in Ireland over the next decade. It is a strategy of change and renewal which will be implemented through three- year plans starting in 2017. It has five priority areas

- The Artist
- Public Engagement
- Investment Strategy
- Spatial and Demographic Planning
- Developing Capacity.

More information about the strategy is available at: <http://www.artscouncil.ie/arts-council- strategy>

## 2. Functions of the Board

Under the Arts Act 2003, the Board of the Arts Council is responsible for setting the overall strategic direction of the Arts Council as well as ensuring the orderly operation of its business, including compliance with its statutory obligations comprising the requirements of all applicable legislation and guidelines, including the Arts Act 2003, the [Ethics in Public Office Act 1995](#) and the [Standards in Public Office Act 2001](#) as well as the Code of Practice for the Governance of State Bodies 2009.

Other matters reserved for the Board include

- all grants
- the annual financial plan
- capital or non-routine expenditures exceeding €20,000
- disposals exceeding €20,000 for any one item or related items
- appointment of service providers or consultants where the cumulative value of the contract exceeds €50,000 or is expected to do so
- appointment of the Director
- such other matters as the Council may from time to time decide.

The Board is assisted in the discharge of its responsibilities by a number of sub-committees which include Audit, Business and Finance and Policy and Strategy. Depending on the successful candidates' specific area of expertise, he/she will be expected to sit on at least one of these sub-committees and/or to Chair a peer panel.

## 3. Structure of the Board and Vacancy Details

The current board members are:

Name	Role	Gender	Term Expiry Date
Sheila Pratschke	Chair	F	25/02/2019
Emer O'Connor	Member	F	28/01/2019
Monica Spencer	Member	F	28/01/2019
Miriam Dunne	Member	F	28/01/2019
Joan Sheehy	Member	F	28/01/2019
Brian Maguire	Member	M	28/01/2019
John Mc Auliffe	Member	M	31/10/2018
John Fanning	Member	M	07/10/2016
Ciaran Walsh	Member	M	13/09/2016
Mark O'Regan	Member	M	13/09/2016

There are currently 3 vacancies on the Board of the Arts Council. The Minister may also make appointments to vacancies which arise in the future from the list of candidates deemed suitable following this process.

The legislation underpinning the Board specifies that the Arts Council should, at any time, have at least six members who are women and six who are men, the remaining place can be taken by either gender. Please note that appointments will be made with regard to this requirement.

#### **4. Person Specification**

Expressions of interest are invited from members of the public to join the Board of the Arts Council. The Minister may choose to appoint from any or all of the profiles listed below. The Minister welcomes applications representative of the diversity of the Irish population, particularly reflecting gender, geography and cultural interests.

Under Section 11 of the Arts Act 2003 members of the Council must, in the opinion of the Minister, have a special interest or knowledge in relation to the arts or matters connected with the functions of the Minister or the Council. In addition to meeting this statutory requirement, the following skill/experience is required.

##### **a. Corporate Governance**

Candidates must have two or more of the following

- Experience at senior executive level of good corporate governance and compliance practices
- Experience of strategic management and managing organisational change
- Experience of chairing a group, and working effectively as part of a Committee
- Experience as a Board member ideally in a Company limited by Guarantee, or as a Trustee of a Charity or on a State Board
- Significant professional experience in finance/audit or law
- A recognised qualification in corporate governance and/or management.

##### **b. Communications/New Media & Digital Technology**

Candidates must have two or more of the following

- Significant experience in digital content production particularly relating to digital humanities
- Significant experience in public engagement and collaborative arts/media projects
- Academic/professional background which demonstrates evidence of an understanding of the role and application of digital and new media technology in supporting the communications function of an organisation
- Experience of communications/public relations and advocacy campaigns to a range of publics/stakeholders/audiences.

##### **c. Young People, Children and Education**

Candidates must have experience at senior executive or board level of working with young people and children through the arts in a range of formal and/or non-formal education sectors and one or more of the following

- A professional/academic background which demonstrates an understanding of the role of the arts in supporting the artistic and personal development of children and young people
- A professional/academic background which demonstrates a knowledge of the formal education system and structures in Ireland and the place of the arts within it
- Experience of advocating the role of the arts in the lives of children and young people in public policy making in Ireland.

#### **d. Music**

Candidates must have two or more of the following

- Significant experience in music performance across a broad range of genre from classical to contemporary, from jazz to new music and traditional music
- Extensive experience of working at a senior level in the music business indicating a wide awareness of the commercial concerns affecting the industry in Ireland
- A demonstrable understanding of professional practice in music and of the broader context for the presentation of music to audiences across a range of platforms from venues to festivals.

#### **e. Local Authority engagement**

Candidates must have recent professional experience of working for a Local Authority, or in a role which requires significant interaction with a Local Authority, which demonstrates an understanding of their governance structure and its recent evolution and one or more of the following

- Experience in the arts particularly local arts development
- Experience of local government specifically understanding the role of the arts as an integral part of local cultural, social and economic development
- A demonstrable understanding of the role of the arts to local communities.

#### **f. Festivals and Participation**

Candidates must have significant demonstrable experience of extending and deepening the reach of a project/issue/programme, not necessarily in the arts, in the public space at both regional and national levels and engaging various sectors of the public. It is also desirable that candidates have one or more of the following

- Experience in the arts particularly public engagement, festivals and community participation
- Experience of a diverse range of contexts and types of participation in the arts most particularly social and cultural diversity and/or
- Experience of management of arts festivals and/or public engagement with the arts.

It is **desirable that all applicants** possess the following

- Experience in more than one area listed above
- A broader understanding of the arts and cultural sector
- A demonstrable understanding the role of a state agency and the compliance responsibilities for board members
- Experience which indicates an understanding of good practice relating to awarding grants in the arts or cultural sector
- The ability to communicate effectively, work as part of a team and act as a strong advocate for the Arts Council's strategic direction, vision and mission.

## 5. Terms of Appointment

Under the Arts Act 2003, the members of the Council are appointed by the Minister for Arts, Heritage, Regional, Rural and the Gaeltacht Affairs for five years from the date of his or her appointment;

- The Minister may at any time remove a member of the Board from office for stated reasons;
- Not less than 6 of the members shall be men and not less than 6 shall be women;
- A member of the Board whose term expires shall be eligible for re-appointment;
- A person who has served 2 consecutive terms of office as a member of the Council, shall not be eligible for reappointment;
- A member of the Board may resign his or her membership of the Board by letter sent to the Minister, and the resignation shall take effect on the day the Minister receives the notice;
- A member of the Board shall be disqualified from holding and shall cease to hold office if he is adjudicated a bankrupt or makes a composition or arrangement with creditors or is convicted of an indictable offence in relation to a company or is convicted of an offence involving fraud or dishonesty or is the subject of an order under section 160 of the Companies Act 1990, or is sentenced to a term of imprisonment by a court of competent jurisdiction;
- A board member shall cease to be a member of the board if he or she is nominated as a member of Seanad Éireann or elected as a member to either House of the Oireachtas or as a representative in the European Parliament;
- A person who is for the time being entitled under the Standing Orders of either House of the Oireachtas to sit in that House shall, while so entitled, be disqualified from becoming a member of the Board;
- 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 Public Expenditure & Reform ([Code of Practice for the Governance of State Bodies](#))

### 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. Please note that it is generally considered inappropriate to submit an application if you are a current employee of the organisation which the Board oversees and any such application may be refused on that basis alone.

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 details any potential conflicts of interest, 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.*

### **1. 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).

### **2. 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:

1. Go to [www.stateboards.ie](http://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](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.
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.