

**Appointment to the National Oversight & Audit Commission (NOAC)**

**Closing Date: 15:00 on 1<sup>st</sup> September 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.

## Appointment to the National Oversight & Audit Commission (NOAC)

<b>Location:</b>	Dublin
<b>Number of Vacancies:</b>	3 (2 positions will be for a period of 2 years, 1 position will be for a period of 5 years)
<b>Remuneration:</b>	€7,695. In addition, travel and subsistence expenses incurred are 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).
<b>Time Requirements:</b>	9-10 half day meetings per annum plus additional meetings of sub-groups consisting of 3-5 members and usually 1 facilitated workshop per annum. The annual number of meetings of each sub-group varies from 1 or 2 to 5 or 6. The preparation for NOAC meetings includes reading the circulated papers which average 110 pages. On occasion, NOAC members prepare papers for consideration by NOAC or by a sub-group.

### 1. Background

NOAC was established as part of the local government reform process to provide independent scrutiny of local government performance in fulfilling national, regional and local mandates.

NOAC was established by the Minister for the Environment, Community and Local Government by [Statutory Instrument Number 297 of 2014](#) (Establishment Order) made under the [Local Government Act 2001](#) as amended by section 61 of the Local Government Reform Act 2014 (which inserted a new [Part 12A](#) into the Local Government Act 2001). Its functions are wide ranging, involving the scrutiny of performance generally and financial performance specifically, supporting best practice, overseeing implementation of national local government policy and monitoring and evaluating implementation of corporate plans, adherence to service level agreements and public service reform by local government bodies.

Information about NOAC's activities can be found on its website at <https://www.noac.ie/>

### 2. Functions of NOAC

Commission members attend and contribute to meetings of NOAC and chair/actively participate in sub-groups established by NOAC to perform particular functions; the current sub-groups are in the areas of Performance Indicators, Customer Surveys, Financial Performance, Housing, Public Spending Code, Local Enterprise Offices and Programme Management Office. Having regard to the limited staffing resources available to NOAC, Commission members are expected to make a significant contribution to its work.

NOAC's workplan to end 2016 is at <http://noac.ie/wp-content/uploads/2016/02/NOAC-Workplan-to-end-2016.pdf>.

### **3. Person Specification**

Candidates for these appointments must be able to demonstrate the following:

- possession of a deep understanding of the role and functioning of the local government sector and a keen awareness of the particular challenges involved in managing the sector, or an ability to quickly acquire such understanding and awareness;
- a clear ability to work and contribute in a collaborative manner;
- ability to understand financial data and other performance related data and financial management practices in relation to the local government sector and to critically analyse complex information.

In addition, candidates must have demonstrable knowledge or experience, relevant to the functions of the Commission, in one or more of the following:

- local government affairs,
- finance, audit, evaluation or project assessment,
- business, commerce, administration, corporate governance or community development,
- the statutory or voluntary bodies dealing with consumer issues.

#### **Desirable**

Candidates should also demonstrate in their application evidence of one or more of the following:

- Experience or background in performance evaluation/programme evaluation
- Experience of achieving community involvement in projects/initiatives
- Skills and experience in the communications area

### **4. Term of Appointment**

- 2 positions are for a period of 2 years, 1 position is for a period of 5 years. The Minister may reappoint persons to be members of NOAC for a second term.
- The membership of any member of the Commission may be terminated by the Minister at any time, on the basis of reasons to be stated by the Minister.
- A member of NOAC may resign his or her membership of the Commission 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 NOAC hold office upon such terms and conditions as the Minister may determine.
- The roles and responsibilities of Board Members are described in the Code of Practice for the Governance of State Bodies 2009.
- A Commission member shall cease to be a member of NOAC if he or she

- Becomes a member of a Regional Assembly
- Becomes a member of the Dáil, Seanad or European Parliament
- Becomes an undischarged bankrupt
- Is convicted on indictment of an offence (or equivalent for offences committed outside the State)
- Is convicted of an offence involving fraud or dishonesty
- Becomes the subject of a declaration under section 150 of the Companies Act 1990 or is, or is deemed to be, subject to a disqualification order by virtue of Part VII of that Act

**Note:** The Commission may include a maximum of 1 person who is an employee of a local authority and 1 person who is a member of a local authority. No such persons are included in NOAC's membership at present.

## 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](http://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](mailto: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<sup>1</sup>/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.

Please note that the Public Appointments Service will not be responsible for any expenses incurred by candidates as part of our selection process.

## **7. Confidentiality**

Subject to the provisions of the Freedom of Information Act, 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 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](#)

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

## 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.