



**Appointment to the Board of Housing Finance Agency plc.**

**Closing Date: 3.00pm on 25<sup>th</sup> November 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](mailto: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](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 2016](#) (the Code) provides a framework for the application of best practice in incorporating 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 Board of Housing Finance Agency plc.

<b>Location:</b>	Dublin
<b>Number of Vacancies:</b>	Four ordinary member vacancies to be filled (other vacancies to be filled by reappointment).
<b>Remuneration:</b>	€7,695 Travel and Subsistence is paid at normal Local Authority Rates. (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). Travel and subsistence are payable at the appropriate local authority rates.
<b>Time Requirements:</b>	A minimum of 6 half day meetings per annum. One half day of preparation in advance of the meeting will be required. Members will be expected to serve on one of the Committees listed below

The current Board Committees are:-

- Audit Committee,
- Board Performance Review Committee
- Finance Committee
- Remuneration Committee
- Credit Committee

Candidates should note that the committee meetings are usually arranged on the same day as those of the Board, and can range in frequency from once a year on the Board Performance Review Committee to 11 times a year on the Credit Committee. The Credit Committee may also be convened via teleconference when required.

### 1. Background

Established as a state-owned company in 1982, the Housing Finance Agency plc (the "HFA") provides loan finance to local authorities and voluntary housing bodies for housing and related purposes. The HFA raises its funds on the domestic and international capital markets in structures and at costs that reflect its customers' requirements.

The HFA is a company under the aegis of the Minister for Housing, Planning, Community and Local Government of Ireland. It was established by the Housing Finance Agency Act, 1981 and incorporated in 1982. Its shares are owned by the Minister for Public Expenditure and Reform of Ireland.

The HFA's Board is appointed by the Minister for Housing, Planning, Community and Local Government with the consent of the Minister for Public Expenditure and Reform. It has 12 members and is representative of such as local authority members and officials, the voluntary housing sector and senior public servants.

Further information on the HFA is available on its website at:

<http://www.hfa.ie/hfa/Live/Release/WebSite/HomePage/aboutus.html>

## 2. Functions of the Board

The Housing Finance Agency's Board of Directors takes the major strategic organisational decisions and retains full and effective organisational control while allowing operating management sufficient flexibility to run the business efficiently and effectively within a centralised reporting framework.

The Board has reserved to itself for decision a formal schedule of matters pertaining to the HFA and its future direction such as major acquisitions and disposals, appointment and removal of the Company Secretary, expenditure budgets and risk management policies. Each non-executive Director brings independent judgement to bear on all matters dealt with by the Board including those relating to strategy, performance, resources and standards of conduct.

The current composition of the Board is as follows:

Board Member Selection Basis	Board Member Names	Date of Appointment	Date of Expiry of Term
Chairperson	Michelle Norris	22/02/2012	31/12/2016
Chief Executive Officer	Barry O'Leary	26/8/2013	31/12/2016
D/Finance Representative	John Hogan	22/02/2012	31/12/2016
Local Government Representative	Jackie Maguire	30/03/2012	31/12/2016
	Padraic Cafferty	21/03/2012	31/12/2016
	Gerry Leahy	30/4/2012	31/12/2016
	James Miley	30/4/2012	31/12/2016
	Michelle Murphy	30/4/2012	31/12/2016
	Michael Murray	13/3/2012	31/12/2016
	Mary Lee Rhodes	21/3/2012	31/12/2016
D/Housing, Planning & Local Government Representative	Vacancy		
	Vacancy		

*It is expected that a number of members will be re-appointed before 21/12/2016.*

### 3. Person Specification

The Minister for Housing, Planning & Local Government wishes to appoint 4 ordinary members to the Board of the Housing Finance Agency. Candidates should demonstrate extensive professional experience under one of the following areas:-

#### (i) Financial Expertise – Accountancy/Audit/Corporate Finance

Candidates must demonstrate extensive senior executive level experience in an accounting, audit or finance capacity which should include one, but preferably more of the following:

- Previous audit involvement
- The provision of strategic financial planning guidance
- Corporate lending frameworks and practice
- The appraisal and management of financial risk
- The application of economic analysis, preferably in a financial environment

#### (ii) Management Experience in a Related Non-Governmental / Not-For-Profit Organisation

Candidates must demonstrate a history of working at a sufficiently senior level which demonstrates knowledge and experience in at least **two** of the following areas:

- Housing policy
- Social housing strategy
- Management in a relevant NGO or not-for-profit organisation, including extensive experience of financial control, reporting and project appraisal
- Business and project planning & analysis, including risk assessment

#### (iii) Corporate Governance/Compliance

Candidates must have professional experience at an appropriately senior level which demonstrates at least **two** 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 working effectively as part of a Committee
- A recognised qualification in corporate governance and/or management

It would be desirable that candidates have previous experience serving on a Board of Directors.

Candidate's attention is drawn to the provisions of the Code of Practice for the Governance of State Bodies in relation to the role of a Board member, which states:

- Each State body should be headed by an effective Board which is collectively responsible for the long-term sustainability of the body.
- Non-executive Board members should bring an independent judgement to bear on issues of strategy, performance resources, key appointments and standard of conduct.

Details on the role of Board Members can be found in Section 3 of the Code which can be found [here](#).

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

Under the Act, appointments to the Board will be for an initial period of 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 Revised Code of Practice for the Governance of State Bodies 2016 which is available on the website of the Department of Public Expenditure and Reform [here](#).
- 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 as a candidate for election to either House of the Oireachtas or to the Assembly of the European Communities or is appointed to such Assembly.

## 5. Submitting your Application

Before submitting your application, 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 application. 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 applications 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 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 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 [this 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 application:

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.