

Appointments to the National Archives Advisory Council

Closing Date: 3pm on 5th January 2017

**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 2016](#) (the Code) 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 National Archives Advisory Council

Location:	Dublin
Number of Vacancies:	10, including a Chairperson
Remuneration:	Nil. Travel and subsistence are payable at the appropriate civil service rate.
Time Requirements:	Approximately 6 half-day meetings per annum and approximately 3 days preparation work per annum.

1. Background

The National Archives was created in 1986 under the [National Archives Act 1986](#) and merged the former Public Record Office of Ireland and the State Paper Office. The National Archives is an independent cultural institution under the aegis of the Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs. It is funded directly from within the Department's vote and currently has a staff of 42.

The National Archives is responsible for preserving records of Departments of State, including the courts, committees and commissions of inquiry established by Government, by a member of Government or by the Attorney General, and bodies named in the schedule to the National Archives Act, 1986.

In doing so it supports the legislative requirement of these Bodies to transfer records to its care, to preserve them, and through their public availability, to inform the idea of nation and statehood.

Its holdings relate to all parts of Ireland and have enormous research potential as they provide essential primary source material for people seeking to understand the political, economic and social forces which have shaped the Irish nation. The records also permit the study of Government policy and encourage greater use of archival heritage by the general public.

The mission of the National Archives is *to collect, manage, and preserve the public record of Ireland and ensure its availability both as a resource and to safeguard citizen's rights.*

2. Functions of the Council

The National Archives Advisory Council (NAAC) was established in January 1987 under Section 20 of the National Archives Act, 1986. It is an advisory board whose remit is to advise the Minister with responsibility for the National Archives – the Minister for Arts, Heritage, Regional, Rural and Gaeltacht Affairs – in the exercise of his/her powers under the Act and on all matters affecting archives and their use by the public. The NAAC's primary function is to be a voice and national platform for records and archival issues. It has an

extremely limited governance role and primarily focuses on advocacy and awareness raising.

Section 20 of the National Archives Act notes:

20.—(1) The Minister for Arts, Heritage, Regional, Rural and Gaeltacht Affairs shall establish a Council, to be known as the National Archives Advisory Council (and referred to in this Act as 'the Council'), to advise him in the exercise of his powers under this Act, and on all matters affecting archives and their use by the public, and to discharge the other functions conferred on it by this Act.

(2) The council shall consist of a chairman and not more than eleven other members, appointed by the Minister on such terms and conditions as shall be determined by him, after consultation with the Minister for the Public Service.

(3) (a) The members of the Council shall include not less than two members of the Irish Manuscripts Commission and not less than two archivists not employed by the National Archives.

(b) The Director shall be entitled to attend meetings of the Council.

The current composition of the Council is

Name	First Appointed	Expiry Date	Position type
Mary McAuliffe	03/02/2012	01/02/2017	Council Member
Paul Rouse	03/02/2012	01/02/2017	Council Member

As per Section 20 of the National Archives Act, the Council consists of a Chairman and not more than 11 members, no fewer than two of whom shall be members of the Irish Manuscripts Commission, and no fewer than two of whom must be archivists not employed by the National Archives.

This campaign is being held to fill 10 vacancies on the council, including Chair, 8 of which are current vacancies, and 2 which will arise when the current council members' terms of office cease in February 2017.

3. Person Specification

The Minister for Arts, Heritage, Regional, Rural and Gaeltacht Affairs is seeking to appoint 10 suitably qualified candidates, including a Chair, to sit on the National Archives Advisory Council.

It is desirable that the members of the Council represent the regional dimension to the work of the Council. In that regard, a regional spread of candidates, consistent with the balance of Council membership skills required, is being sought. The Minister welcomes applications representative of the diversity of the Irish population, particularly reflecting gender, geography and cultural interests.

Chair

The Minister for Arts, Heritage, Regional, Rural and Gaeltacht Affairs invites applications to Chair the Council from suitably qualified candidates with:

- Previous experience of board membership and ideally experience of chairing a board
- A professional background in an area which would indicate a demonstrable understanding of the the context under which the National Archives operates with regard to transparency and accountability, and the evidential weight of records in general, and archives in particular.

Candidate's attention is drawn to the general details of the role of Chairperson as set out on page 19 of the Code which can be found [here](#). The Principle states:-

- The Chairperson is responsible for leadership of the Board and ensuring its effectiveness on all aspects of its role.
- The Chairperson should display high standards of integrity and probity and set expectations regarding culture, values, and behaviours for the State body and for the tone of discussions at Board level.

Council Members

Candidates should have experience in one or more of the following profiles.

(i) Archivists

In line with Section 20 of the Act, detailed above, applications are sought from professional archivists who are not employed by the National Archives.

Candidates **must be professional archivists** with an accredited qualification, and with relevant experience in one or more of the following areas

- Records Management
- Electronic Records
- Appraisal
- Information compliance.

(ii) Senior professional or academic

Candidates should have recognised professional or academic experience in a relevant field, such as

- Archival sciences
- History
- Cultural heritage
- Genealogy
- Conservation
- Copyright and intellectual property
- Digital humanities.

(iii) Technical/ICT

Candidates should have leadership experience of ICT, such as data management or digital preservation and experience in one or more of the following areas:

- Data Storage
- Cyber Security
- Information legislation

For **all** candidates it is desirable that they have experience of more than one of the areas below

- Corporate governance and compliance
- Change management
- PR and marketing

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

Appointments to the Council 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 Minister may at any time terminate the appointment of the Chair or any other member of the Council.
- 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. ([Revised code of practice for the governance of state bodies](#)).

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 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.

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
 - Meeting¹/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.

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

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 application:

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.