



Appointments to the Irish Film Board

Closing Date: 15:00 on 26th January 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 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.

Appointment to the Irish Film Board

Location:	Dublin & Galway
Number of Vacancies:	Chairperson and 6 Ordinary Members
Remuneration:	Nil Travel and Subsistence are payable at Civil Service 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).
Time Requirements:	A minimum of 8 - 10 meetings of 2-3 hours in length per annum. The Board papers are circulated a week before Board meetings and comprise of minutes, reports, policy documents and funding recommendations as well as other relevant material. Reading would take 1-4 hours.

1. Background

Bord Scannán na hÉireann/the Irish Film Board (IFB) was established under the Irish Film Board Act 1980 as a state agency. It is the national development agency for Irish filmmaking and the Irish film, television and animation industry, investing in talent, creativity and enterprise. The agency supports writers, directors and production companies across these sectors by providing investment loans for the development, production and distribution of film, television and animation projects.

The IFB also supports and promotes the Irish screen industries at major international markets and festivals, promotes inward investment, the use of Ireland as a location for international production and provides support for companies filming location in Ireland. The agency provides a strategic vision for industry training through Screen Training Ireland. Further information is available on the [IFB website](#).

The IFB is set up under the [Irish Film Board Acts 1980-2011](#) and its annual report is available [here](#).

2. Functions of the Board

[Sections 4 to 11](#) of the Irish Film Board Acts 1980 to 2011 ("The Act") specify the principal functions of the Board. Section 4 of the Act states as follows: *"the Board shall assist and encourage by any means it considers appropriate the making of films in the State and the development of an industry in the State for the making of films."*

The following is a list of functions which are reserved for decision by the board:

- development and approval of strategy statements, annual budgets and corporate plans;
- production of annual reports and accounts;
- In relation to capital expenditure - all production funding decisions and all development and distribution funding decisions in excess of €50,000 as well as all other capital allocations in excess of €10,000;

- In relation to current/overhead expenditure - approval of the annual budget;
- delegated authority levels, treasury policy and risk management policies;
- appointment, remuneration and assessment of the performance of, and succession planning for, the Chief Executive; and
- administrative requirements in relation to the approval of the number, grading, and conditions of appointment of all staff;
- significant amendments to the pension benefits of the Chief Executive and staff (which may require Ministerial approval).

The current board members are

Name	Role	Term Expiry Date
Dr Annie Doona	Chair	16 January 2017
John Rice	Member	16 January 2017
Kate O'Toole	Member	16 January 2017
Katie Holly	Member	16 January 2017
Maurice Sweeney	Member	16 January 2017
Seamus Deasy	Member	16 January 2017

3. Person Specification

The Minister for Arts, Heritage, Regional, Rural and Gaeltacht Affairs wishes to appoint a maximum of seven suitably qualified candidates, including a Chairperson, to the Irish Film Board. In order to ensure a complementary mix of skills and experience, the Minister may choose to appoint from any or all the profiles listed below. The Minister welcomes applications representative of the diversity of the Irish population, particularly reflecting gender, geography and cultural interests.

3a. Chair

The Minister intends to appoint, from among the ordinary members, a Chairperson of the Board. Applicants are invited to express an interest in this specific role and detail in their covering letter the skills, knowledge and experience they would bring to the role of Chairperson.

Candidates' 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.

In addition to meeting the requirements for selection as an ordinary member of the board under one or more of the profiles below, candidates for the position of Chair should have

- Previous experience of board membership

- Proven understanding of the main issues facing the Irish Film Board and the context under which it operates demonstrated by senior-level professional experience in the audio-visual industry, or the public service, or a cultural/educational institution related to same.

3b. Ordinary Members

Candidates should be able to demonstrate recognised experience of and knowledge in one or more of the profiles set out below. Candidate's attention is drawn to the provisions of the Code in relation to the role of a Board member, where the principle 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](#).

(i) Professional Industry Experience:

The candidate should have recognised experience in some aspect or aspects of film making, screen production, screen related professional services, screen education or screen training. It would also be important that the candidate has demonstrable experience of working on boards or committees where strategies and policy making are discussed and developed.

(ii) Creative and Technical Experience:

Candidates should have recognised experience in relation to filmmaking, screen production, screen training and screen education in any one or more of the following: a) creative screenwriters, b) film directors, c) feature film, television drama or animation producers, d) working in creative or technical roles in feature film, TV drama or animation production e) working in digital animation, digital visual effects or digital postproduction or f) executive producing and/or film financing of feature film, TV drama and/or animation.

(iii) Distribution Exhibition and Audience Development:

Candidates should have recognised experience in the areas of cinema distribution and exhibition, broadcast television and online (OTT) delivery of feature film, television drama and animation screen content and knowledge of audience trends, revenue streams and monetization of screen content.

(iv) Related Experience

Candidates should have recognised experience in related areas including the creative arts, media and marketing, broadcasting, software development, and third level education in relation to creativity

(v) Corporate Governance

While it is desirable that the candidate have knowledge of the sector, experience from another sector will also be considered. Candidates must have professional experience, at an appropriately senior level, in corporate governance.

(vi) HR/Change Management

While it is desirable that the candidate have knowledge of the sector, experience from another sector will also be considered. Candidates must have professional experience, at an appropriately senior level, in HR, procurement and compliance and/or change management

(vii) Financial/Risk Management

Candidates should have recognised experience in finance and risk management including experience on an audit committee.

Candidate's attention is drawn to the provisions of the Code in relation to Audit and Risk Committee membership which can be found [here](#).

4. Term of Appointment

Under the Irish Film Board Act 1980, the members of the Board are appointed by the Minister for Arts, Heritage, Regional, Rural and Gaeltacht Affairs, with the consent of the Minister for Finance, for such period not exceeding four years as the Minister may determine. The following terms of appointment apply:

- A member of the Board whose term expires shall be eligible for re-appointment;
- The Minister with the consent of the Minister for Finance, may at any time remove a member of the Board from office;
- The members of the Board shall not be more than seven in number;
- A member of the Board may resign his or her membership of the Board by letter sent to the Minister, and the resignation shall, unless previously withdrawn in writing, take effect at the commencement of the meeting of the Board held next after the Board has been informed by the Minister of the resignation;
- 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 sentenced by a court of competent jurisdiction;
- A board member shall cease to be a member of the board if he or she is nominated either as a candidate for election to either House of the Oireachtas or as a member of Seanad Éireann;
- 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;

- A Board member shall cease to be a member of the board if he or she is nominated as a candidate for election to, or appointed to be a member of, the European Parliament.

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.

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](#)

¹ 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.
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.