

**Appointment to the National Disability Authority**

**Closing Date: 15:00 on the 17<sup>th</sup> of February 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](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 incorporate 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 Disability Authority

<b>Location:</b>	Dublin
<b>Number of Vacancies:</b>	1
<b>Remuneration:</b>	€5,985 Travel and Subsistence is payable at 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.)
<b>Time Requirements:</b>	6-7 Meetings per annum with a total time requirement of at least 12 days per annum (including preparatory work)

### 1. Background

The National Disability Authority (NDA), was established on 12 June 2000 under the [National Disability Authority Act 1999](#). Its overarching statutory function is to provide information and evidence informed advice to the Minister on policy and practice relevant to the everyday lives of persons with disabilities. It also has a role to assist the Minister in the co-ordination of disability policy.

Functions are set out in section 8 of the National Disability Authority Act 1999 with additional functions assigned under Parts 5 and Part 6 of the Disability Act 2005. The latter relates to NDA's role to monitor employment of persons with disabilities in the public sector and to operate a Centre of Excellence in Universal Design.

The Centre for Excellence in Universal Design promotes the universal design of the built environment, products, services and information and communication technologies so that they can be easily accessed and used by everyone, including persons with disabilities.

The NDA does not provide services to the public and it is not a representative body.

### 2. Functions of the Board

The role of the Authority includes:

- overseeing the activities of the National Disability Authority, its strategic direction and planning processes, programme delivery, financial controls and performance measures;
- developing, reviewing and guiding strategy;
- reviewing and approving strategic plans for the Minister's consideration, and approving annual budgets, programme plans and performance objectives, and risk management strategies and plans as developed by the Director; monitoring

implementation and performance; and overseeing major capital expenditure by the National Disability Authority;

- ensuring that the organisational structure of the National Disability Authority is appropriate for achieving its strategic goals, and that the necessary policies, procedures and controls are in place to ensure that authority may be delegated by the Authority without loss of accountability;
- selecting, monitoring and, when necessary, replacing the Director;
- ensuring the integrity of the National Disability Authority's accounting and financial reporting systems, including the independent audit, and that appropriate systems of control are in place, in particular, systems for monitoring risk, financial control, and compliance with legislative requirements;
- developing, approving, implementing and overseeing the policies, procedures and controls necessary to achieve sound corporate governance and to safeguard the accountability of Authority Members;
- monitoring the effectiveness of the governance practices under which the National Disability Authority operates and making changes as needed.
- Must adhere to all governance requirements and the requirements of the National Disability Authority Act 1999 and Disability Act 2005.

Generally an Authority member will be expected to

- attend Authority meetings, save for exceptional circumstances, and be well prepared by reading relevant papers in advance;
- contribute to decision-making and share collective responsibility for the Authority's decisions;
- attend training events and keep up-to-date with subjects relevant to the organisation's work;
- contribute, where applicable, to the work of committees that have been established by the Authority;
- ensure compliance with the requirements of Authority's policies and Code of Standards for Public Sector Bodies.
- where a member of the Authority may have a real or perceived interest in a matter brought before the Authority, the member must not seek to influence any discussions on that matter or the decisions made and absent themselves from the decision; and each member must disclose any financial or other beneficial interest they may have in the functions and activities of the Authority and the National Disability Authority

The current compositions of the Board is as follows:

<b>Name</b>	<b>First Appointed</b>	<b>Expiry Date</b>	<b>Position type</b>
Alison Ryan	28/07/2014	27/07/2018	Board Member
Deaglán Ó Briain	28/07/2014	27/07/2018	Board Member
Deirdre O'Connor	28/07/2014	27/07/2018	Board Member
Des Kenny	28/07/2014	27/07/2018	Board Member
Donal Rice	28/07/2014	27/07/2018	Board Member
Donie O'Leary	28/07/2014	27/07/2018	Board Member
Frank Cunneen	28/07/2014	27/07/2018	Board Member
Helen Guinan	28/07/2014	27/07/2018	Chair
James O'Grady	28/07/2014	27/07/2018	Board Member
Mary Lavelle	28/07/2014	27/07/2018	Board Member
Ruthann LaMalfa	28/07/2014	27/07/2018	Board Member
Teresa McDonnell	28/07/2014	27/07/2018	Board Member
Vacancy		27/07/2018	Board Member

### 3. Person Specification

Candidates **must**:

- Demonstrate in-depth knowledge and experience of issues and services relating to mental health matters as well as disability issues, nationally and internationally

**and**

- Have significant senior level experience of good corporate governance with one or both of the following:
  - Significant professional experience in finance and audit
  - Significant relevant professional experience of risk management

It is also desirable that candidates possess the following:

- Experience working in areas relevant to public policy and strategy development
- Board experience

The successful candidate may be required to sit on the Audit Committee, and so candidate's attention is drawn to the provisions of the Code in relation to Audit and Risk Committee membership which can be found [here](#).

Candidate's attention is also 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](#).

#### 4. Term of Appointment

Appointments to the Board will be for an initial period ending 27<sup>th</sup> of July 2018 with an option to extend the term of engagement for a second term of up to 4 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 Finance [Code of Practice for the Governance of State Bodies](#).
- A board member shall cease to be a member of the board if he or she is nominated as a member of Seanad Éireann, is elected as a member of either House of the Oireachtas or as a representative in the European Parliament, elected to the European Parliament, or becomes a member of a local authority.

#### 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.

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

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](#)

## 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.