



Appointments to the Residential Tenancies Board

Closing Date: 15:00 on 10th of April 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.

Appointment to the Residential Tenancies Board

Location:	Dublin
Number of Vacancies:	3 vacancies to be filled immediately and a panel from which up to 4 vacancies will be filled in November and December 2017
Remuneration:	Board members are paid on an attendance basis. Board policy and committee meetings attract a fee of €196 and Dispute meetings €329. (OPOS applies) (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 paid at
Time Requirements:	6 Dispute Meetings and 1 Policy Meeting per month. The requirement for Dispute meetings is to be changed in 2017 due to an amendment on the Bill, outlined below. The Board has also established a number of sub-committees, appointments to these is a matter for the Board.

1. Background

The RTB was established as an independent statutory body under the Residential Tenancies Act 2004 on the 1st of September 2004. The principal activities of the RTB include the registration of private residential tenancies and the provision of an efficient and accessible dispute resolution service for landlords, tenants and third parties as well as the provision of policy advice and information to the Minister on the private residential rented sector.

The Residential Tenancies (Amendment) Act 2015, which was signed into law by the President on 4 December 2015, provides for (inter alia) the extension of the Boards remit to the not for profit Approved Housing Bodies Sector, the introduction of new procedures around rent reviews, the extension of the notice period for the termination of tenancies and free mediation. Commencement orders in respect of the various provisions were signed during 2016.

The Planning and Development (Housing) and Residential Tenancies Act 2016 gave effect to, a number of commitments related to tenant security contained in **Rebuilding Ireland, Action Plan for Housing and Homelessness**, and in the **Strategy for the Rental Sector**, and provided for the immediate implementation of, the Rent Predictability Measure. The RTB will examine and confirm to the Minister whether areas proposed by the Housing Agency meet the designation criteria to be covered by the measure.

2. Functions of the Board

Board Members are expected to participate at monthly Board Policy meetings. In addition the Board must formally approve all Determination Orders issued by its Adjudicators; there are currently 6 to 7 Board Disputes meetings monthly to fulfil this Determination Order function. Each Disputes meeting requires prior examination of approximately 300 pages of dispute case notes.

Please note the Planning and Development (Housing) and Residential Tenancies Act 2016 contains an amendment that will transfer the approval of Determination Orders from the Board to the Executive. This will remove the requirement for the Board to approve the Determination Orders and eliminate the need for Board Disputes meetings. This will allow the Board to focus on its policy function. This amendment will be subject to a commencement order in Quarter 3, 2017.

In order to fulfil its functions the Board has also established a number of sub-committees including a Finance Committee, Research, Education and Awareness and PR Committee, Legislation Committee and Audit Committee. If a candidate has particular skills or interests they may also be appointed to one of these sub-committees. Membership of these sub-committees is a matter for the Board

The composition of the Board is as follows:

Name	First Appointed	Reappointed	Expiry Date	Position type
Catriona Walsh	16/04/2013		30/04/2017	Chair
Gareth Robinson	02/10/2013		31/12/2017	Board Member
James Leahy	10/06/2014		31/05/2018	Board Member
John Fitzgerald	01/04/2013		31/03/2017	Board Member
Joseph Meehan	01/12/2010	01/12/2014	30/11/2017	Board Member
Kathleen McKillion	02/10/2013		31/12/2017	Board Member
Mary O'Donovan	01/07/2016		30/06/2020	Board Member
Noel Conroy	02/10/2013		31/12/2017	Board Member
Noel Merrick	01/04/2013		31/03/2017	Board Member
Paul Flood	01/04/2013		31/03/2017	Board Member
Tim Ryan	17/02/2012	31/05/2015	31/05/2018	Board Member
Tricia Sheehy Skeffington	17/02/2012	31/05/2015	31/05/2018	Board Member

3. Person Specification

Expressions of interest in serving as a member of the Board of the RTB are being sought from persons with competence and experience in at least one of the following areas:

(i) **Financial Expertise**

Candidates must demonstrate a career history at a sufficiently senior level to include both of the following:

- Significant experience in financial planning and the presentation and interpretation of financial performance.
- Significant practical experience in finance and audit in an organisation with a large annual budget or turnover.

Desirable

- Previous audit committee experience
- Membership of a professional body

(ii) **Corporate Governance/Compliance**

Candidates must demonstrate two or more of the following at a senior or executive level:

- Significant experience of good corporate governance and compliance practices
- Significant experience of strategic management and managing organisational change

Desirable

- A recognised qualification in corporate governance and/or management
- Professional/board experience ideally in a regulatory body;

(iii) **Social Housing Sector**

Significant demonstrable knowledge and experience at a senior level of the role and functioning of the Local Authorities or Approved Housing Bodies in relation to social housing provision and the respective roles, responsibilities and perspectives of Landlord and Tenant.

(iv) **Legal Expertise/Mediation**

Candidates must demonstrate legal expertise and experience at District and Circuit court level of relevance to the rental sector and familiarity with relevant law

and/or

Candidates must demonstrate that they have recognised qualifications and experience in mediation, preferably with direct experience of the residential rental sector.

(v) **Social/Economic/Public Sector policy & legislation research and analysis**

Candidates must demonstrate a career history at a sufficiently senior level in one or more of the following:-

- professional experience in social or economic policy research and/or analysis
- Significant experience in developing policy and legislation
- Experience in the implementation of legislation
- Knowledge of the legislative framework under which the RTB operates.

(vi) **Data and Knowledge management**

Candidates must demonstrate significant experience in the area of data and knowledge management from a strategic perspective and should hold a recognised qualification in the area. Evidence of experience in communicating complex information to internal and external audiences would also be beneficial.

While the Residential Tenancies Act 2004 does not provide that membership be drawn from specific professions or organisations. The Act at Section 154(3) does provide that membership of the Board shall **not** include a person who -

- a) Is adjudicated bankrupt
- b) Makes a composition or arrangements with creditors
- c) Is sentenced by a court of competent jurisdiction to a term of imprisonment, or
- d) Is disqualified or restricted from being a director of any company

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](#).

4. Term of Appointment

Appointments to the Board will be for an initial period of up to 5 years with an option to extend the term of engagement for a second term of up to 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 [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 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.

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 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.