



**Appointment to the Board of Broadcasting Authority Ireland**

**Closing Date: 15:00 on Friday 15<sup>th</sup> December 2017**

**State Boards Division  
Public Appointments Service  
Chapter House, 26 – 30 Abbey Street Upper, Dublin 1**

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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 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 Board of the Broadcasting Authority of Ireland

<b>Location:</b>	Dublin
<b>Number of Vacancies:</b>	1
<b>Remuneration:</b>	€7,695 (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 is paid at Civil Service Rates.
<b>Time Requirements:</b>	11 (minimum) half day meetings per annum. Approximately one days preparation prior to meetings may be required.

### Background

The Broadcasting Authority of Ireland was established on the 1<sup>st</sup> October 2009. On establishment, the BAI took over the responsibilities of its predecessor for the regulation of commercial and community broadcasters. In addition, it was granted significant, additional oversight responsibilities in relation to RTÉ and TG4. The organisation's key functions include:

- licensing radio and television services
- reviewing the performance of RTÉ and TG4 and providing advices to the Minister in relation to the adequacy of public funding for public service broadcasters
- administering funding and archiving schemes provided for under the Broadcasting Fund
- developing broadcasting codes and rules and monitoring and enforcing compliance of the broadcasters with these standards
- provide for, and decide on, complaints from viewers and listeners regarding broadcast content on all Irish broadcasting services
- support the development of the broadcasting sector including through research and training
- foster and support the understanding of media

More information is available on the BAI's website [here](#)

The BAI's governance structure consists of a nine-member Authority, two statutory committees; the Compliance Committee and the Contract Awards Committee and an Executive staff. Further detail in relation to the organisation's structure can be found [here](#).

### 1. Functions of the Board

The Authority has overall responsibility for the strategic direction of the organisation, as well as tasks such as the preparing of codes and rules for broadcasters, the running of the 'Broadcasting Fund', certain oversights in relation to public service broadcasters and the setting and collection of a levy on the sector to fund costs of the BAI.

The Authority has nine members, five of whom are appointed by the Government, on the nomination of the Minister for Communications, Climate Action and Environment and four of them are appointed by Government on the nomination of the Minister, having regard to the advice of the Joint Oireachtas Committee.

There is one standing committee of the Authority, which is the finance, audit and risk committee. This Committee's membership comprises three members of the Authority and an independent, non-executive member.

The Contract Awards and Compliance Committees each comprise eight members; four of whom are appointed by the government, on the nomination of the Minister, while the remaining four, comprising two members of the Authority and two members of the Executive, are appointed by the Authority.

The current composition of the Board is as follows:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Alan McDonnell	02/12/2014		01/12/2019	Board Member	Ministerial
Denis Wolinski	17/02/2015		16/02/2020	Board Member	Ministerial (JOC)
Grace Smith	02/12/2014		01/12/2019	Board Member	Ministerial
Maeve McDonagh (Prof.)	17/02/2015		16/02/2020	Board Member	Ministerial (JOC)
Pauric Travers (Prof.)	02/12/2014		01/12/2017	Chair	Ministerial
Rosemary Day (Dr.)	17/02/2015		16/02/2020	Board Member	Ministerial (JOC)
Séamus Martin	28/01/2014	17/02/2015	02/12/2017	Board Member	Ministerial
Sean Ó Mordha	17/02/2015		16/02/2020	Board Member	Ministerial (JOC)
Mary Curtis	31/01/2017		1/12/2019	Board Member	Ministerial

## 2. Person Specification

The Minister for Communications, Climate Action and Environment invites applications from suitably qualified candidates for the forthcoming vacancy on the Board of the Broadcasting Authority of Ireland

Under [Section 8\(3\) of the Act](#) (Broadcasting Act 2009), not less than 4 of the members of the Authority shall be men and not less than 4 of them shall be women. Section 9 of the Act sets out the criteria for membership.

## Essential:

In the context of the overall mix of experience on the Authority, the successful candidate will ideally have extensive experience in the evolving media environment generally.

The following competencies are also considered desirable for candidates to possess:

- Experience of regulatory environment and regulatory matters generally
- Experience of media affairs
- Experience of board membership
- Experience of regional and cultural matters
- Experience of digital media technologies

Please be aware that, further to the provisions of the 2009 Act, the following exclusions apply in respect of membership of the BAI Authority. Any candidates who fulfil any of the criteria listed below would, therefore, not be eligible to apply for this vacancy.

- A person nominated as a member of Seanad Éireann,
- A person elected as a member of either House of the Oireachtas or the European Parliament or regarded pursuant to Part XIII of the Second Schedule to the European Parliament Elections Act 1997 as having been elected to that Parliament to fill a vacancy,
- A person who is for the time being entitled under the Standing Orders of either House of the Oireachtas to sit therein or who is a member of the European Parliament,
- A person who holds employment or an interest in a broadcasting undertaking, including but not limited to a public service broadcaster, or an undertaking holding a contract under this Act
- A person who holds an interest in an undertaking which publishes a newspaper in the State
- A person who holds membership of the Contract Awards Committee
- A person who holds membership of the Compliance Committee

In this regard, please also refer to the definition of 'interests', outlined in [Section 2 of the Broadcasting Act 2009](#):

Candidates' 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](#).

### 3. Term of Appointment

This appointment 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:

- A member of the Authority or a statutory committee may at any time be removed from membership of the Authority or the statutory committee, as the case may be, by the Government if, in the Government's opinion, the member has become incapable through ill-health of performing his or her functions, or has committed stated misbehaviour, or his or her removal appears to the Government to be necessary for the effective performance by the Authority or the statutory committee, as the case may be, of its functions, and only if, resolutions are passed by each House of the Oireachtas calling for his or her removal.
- 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.

### 4. 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).

## 5. 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.

## 6. 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.

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

## **7. 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.