

**Appointments to the Board of the National Disability Authority**

**Closing Date: 15:00 on 4<sup>th</sup> July 2018**

**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.

## Appointments to the Board of the National Disability Authority

<b>Location:</b>	Dublin
<b>Number of Vacancies:</b>	5
<b>Remuneration:</b>	€5,985. (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 payable at appropriate Civil Service rates.
<b>Time Requirements:</b>	The Authority meets for one day at least six times per year, and additional time is required where members are appointed to sub-committees which entail at least four half days per year. Members need to allow additional time to read and consider all material circulated in advance of meetings.

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

### 1. Background

The NDA was established on 12 June 2000 under the National Disability Authority Act 1999 with an overarching function to provide information and independent evidence informed advice to the Minister for Justice and Equality and to assist in the co-ordination of disability policy.

Under the Disability Act 2005 further functions were assigned to the NDA including a remit to establish and operate a Centre for Excellence in Universal Design to promote universal design of the environment (buildings, places, products, services and ICT).

A further function assigned relates to monitoring the employment of persons with disabilities in the public sector.

The NDA does not have any role in relation to the provision of services or information to the public.

### 2. Functions of the Board

The Authority may do anything it considers necessary or expedient to enable it to perform its functions, as specified in the National Disability Authority Act, 1999 and Disability Act 2005. These acts require the Authority to take a proactive approach to the delivery of the Authority's remit, to provide leadership, and to focus on organisational activities, including strategic direction and planning, management and control of risk and financial and operational control.

## **Role of the Authority**

The role of the Authority includes overseeing strategic direction and work plan delivery, reviewing budgets and expenditure, approving accounts, selecting and reviewing the performance of 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.
- provide the Minister for Justice and Equality with an annual report of the National Disability Authority's activities in an acceptable format at the end of each financial year;
- keep account of all money received and expended by the National Disability Authority;
- provide the Minister with annual accounts in an acceptable format for audit by the Comptroller and Auditor General;
- present, as requested by the Minister for Justice & Equality, an account of the performance of its functions and plans for the future in relation to policy or activities of the National Disability Authority;

Authority members are appointed by the Minister taking account of the considerations outlined in Section 20 (3) of the Act. 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;
- ensure any potential conflict of interests are dealt with as appropriate.
- share collective responsibility for decisions taken by the Authority as a whole.
- has responsibility to be loyal to the organisation and be fully committed to all its business activities.

## **Authority Committees**

In addition, the Authority has established sub-committees to deal, outside of main Authority meetings, with particular areas of responsibility such as:

- Audit;
- Risk management;
- Finance

Further information can be found at [www.nda.ie](http://www.nda.ie).

Current Board membership:

<b>Name</b>	<b>First Appointed</b>	<b>Expiry Date</b>	<b>Position type</b>
Aisling Glynn	07/06/2017	27/07/2018	Board Member
Alison Ryan	22/07/2014	27/07/2018	Board Member
Deaglán Ó Briain	22/07/2014	27/07/2018	Board Member
Deirdre O'Connor	22/07/2014	27/07/2018	Board Member
Des Kenny	22/07/2014	27/07/2018	Board Member
Donal Rice	22/07/2014	27/07/2018	Board Member
Donie O'Leary	22/07/2014	27/07/2018	Board Member
Frank Cunneen	22/07/2014	27/07/2018	Board Member
Helen Guinan	22/07/2014	27/07/2018	Chair
James O'Grady	22/07/2014	27/07/2018	Board Member
Mary Lavelle	22/07/2014	27/07/2018	Board Member
Ruthann LaMalfa	22/07/2014	27/07/2018	Board Member
Teresa McDonnell	22/07/2014	27/07/2018	Board Member

### **3. Person Specification**

The Minister for Justice and Equality invites applications from suitably qualified candidates who can demonstrate the required skills and experience in order to best deliver on the NDA's statutory functions and governance obligations.

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](#).

#### **Essential**

Candidates should demonstrate in their application evidence of one or more of the following:  
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- Lived experience of disability either as a person with a disability, a parent/guardian/family member of a person with a disability and have relevant experience which would demonstrate their ability to contribute to this Board
- Extensive knowledge of financial audit and risk analysis and reporting, gained either in professional practice and/or through involvement in relevant companies, agencies or statutory bodies

- Relevant experience in the area of mental health issues and development/implementation of policy regarding mental health services
- Research experience at an appropriately senior level, including relevant knowledge and experience of statistics or data analytics
- Knowledge and experience of Universal Design and its practical application and promotion in standards development, industry and/or education

### ***Desirable***

A career history which would demonstrate knowledge of

- corporate governance
- Previous board experience
- Demonstrable track record of contributing constructively to an organisation, committee, or relevant body

The Minister shall have regard to the desirability for gender balance on the Board as the Minister considers appropriate and determines from time to time when making appointments.

## **4. Term of Appointment**

Appointments to the Board will be for an initial period of 4 years with an option to extend the term of engagement for a second term of 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 expression of interest, 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 exist and address this in your cover letter. The Assessment Panel may decide, based on the perceived level of conflict, not to forward your name for consideration.**

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 expression of interest. 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 Authority 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. **Please only include information that is directly relevant to the particular role for which you are applying.**

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.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

## 8. Data Protection

The Data Protection Bill provides that the processing of personal data shall be lawful where such processing is necessary for the performance of a statutory function of a controller. PAS is mandated by statute under the Public Service Management (Recruitment and Appointments) Act, 2004 to act as the centralised assessment and selection body for the civil service and to carry out all the procedures necessary to undertake the recruitment, assessment and selection of suitable candidates for appointment. By submitting your personal data (including your name, address, contact details and details of your education and work history contained in your curriculum vitae and cover letter) via publicjobs.ie, you acknowledge that such data may be used by the Public Appointments Service and disclosed to and used by client departments, in connection with its statutory roles to assist and advise relevant Ministers in relation to appointments to the boards of State bodies. The information contained in your publicjobs profile is yours to manage, amend, update or delete as appropriate. For more detailed information on our Data Protection Policy, please see our [Code of Practice for the Protection of Personal Data in the Public Appointments Service](#).

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

If your application is assessed and you are considered to be suitable for appointment your c.v. and cover letter (and any additional supplementary information requested as part of the application process), will be forwarded to the State Board Liaison Officer in the relevant Department. Once it obtains your personal data, the Department will act as data controller of such data and will retain it for up to one year following the appointment/s. Unless you request the withdrawal of your application such data may be used in considering your suitability for other similar vacancies/roles that arise for a period of up to one year for this Board.

## 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.
8. If there is a supplementary question, ensure that your response complies with the word limit and that it does not contain any special characters (i.e. %, & etc.) or you may receive an error message and will be unable to submit your application.
9. Click on "continue".
10. 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.
11. 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.