



Appointments to the Board of the National Museum of Ireland

Closing Date: 15:00 on Wednesday 08th August 2018

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

Telephone Number: 353 1 858 7441

Email: info@stateboards.ie

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.

Appointments to the Board of the National Museum of Ireland

Location:	Dublin & Mayo
Number of Vacancies:	2
Remuneration:	Nil. Travel and subsistence is payable at appropriate Civil Service rates.
Time Requirements:	Approximately 6 -7 half day meetings per annum.

Candidate's 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 National Museum of Ireland (NMI) is responsible for collecting and preserving objects and knowledge relating to the history and culture of Ireland and its place in the wider world. These collections provide a vital connection to the shared and individual past, creating, supporting and strengthening an articulation of individual and national pride, while providing a unique and authentic resource to inspire learning, creativity and engaging visitor experiences.

The National Museum of Ireland was established as an independent body on 3 May 2005 under the provisions of the [National Cultural Institutions Act, 1997](#) with a Board and a Director Chief Executive).

The purpose of the National Museum of Ireland is to

- Collect, preserve, promote and exhibit all examples of Ireland's portable material heritage and natural history.
- Interpret and promote the collections and make them accessible to audiences at home and abroad.
- Maintain the lead role in education, research and scholarship pertaining to the collections and their contexts.

2. Functions of the Board

According to the National Cultural Institutions Act, the Board of the Museum shall consist of a chairperson and not less than 13 or more than 15 ordinary members appointed by the Minister for Culture, Heritage and the Gaeltacht for a period of not more than 5 years.

The Board of the National Museum of Ireland was appointed by Minister Heather Humphreys on 6 July 2016. The Chair of the Board is Ms Catherine Heaney.

The Board currently has four committees with different areas of responsibility:

- Audit and Risk Committee (in accordance with the Code of Practice for the Governance of State Bodies, 2016)
- Development and Strategy Committee
- General Public Advisory Committee (GPAC, a statutory committee as set down in the National Cultural Institutions Act, 1997, Part II, Section 23). This requires that the Committee shall have at least one member from each province
- HR Committee

The Board of the National Museum of Ireland has recently undertaken an extensive review process that will underpin developments at the National Museum of Ireland over the next 15 years. The Board will work with the Museum's staff, audience and key partners at Government level and in the cultural sector to develop three organisational and strategic plans, each spanning five years and a masterplan for each of the Museum's sites.

Further information on the National Museum of Ireland can be found on www.museum.ie.

Current Board membership:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Aidan Walsh	06/07/2016		05/07/2021	Board Member	PAS Process
Ambrose Loughlin	06/07/2016		05/07/2021	Board Member	PAS Process
Andrew Power (Dr.)	06/07/2016		05/07/2021	Board Member	PAS Process
Catherine Heaney	06/07/2016		05/07/2021	Chair	PAS Process
Declan Nelson	06/07/2016		05/07/2021	Board Member	PAS Process
Denise Moroney	06/07/2016		05/07/2021	Board Member	PAS Process
Ingrid Hook	06/07/2016		05/07/2021	Board Member	Royal Dublin Society Nominee
John R. Bowen	06/07/2016		05/07/2021	Board Member	PAS Process
Judith McCarthy	06/07/2016		05/07/2021	Board Member	PAS Process
Kathleen-James Chakraborty (Prof.)	06/07/2016		05/07/2021	Board Member	Royal Irish Academy Nominee
Mary Crotty	20/01/2011	06/07/2016	05/07/2021	Board Member	PAS Process
Mary O'Dowd (Prof.)	06/07/2016		05/07/2021	Board Member	Royal Irish Academy Nominee
Virginia Teehan	06/07/2016		05/07/2021	Board Member	PAS Process

3. Person Specification

The Minister for Culture, Heritage and the Gaeltacht wishes to appoint 2 suitably qualified candidates to the Board of the National Museum of Ireland. The objective is to ensure a mix of complementary skills and experience in line with the National Cultural Institutions Act. In particular, section 19(10), which states: *"In the selection of persons for appointment to membership of a Board regard shall be had to the person's attainments or interest in or his or her knowledge of art, craft design, librarianship, museum curatorship, genealogy, education, management and administration, industrial relations, sales and marketing, or his or her competence otherwise to assist the Board in the performance of its function."*

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](#).

In accordance with this provision of the legislation, the Minister may choose to appoint from any or all of the profiles listed below. The Minister welcomes applications representative of the diversity of the Irish population, particularly reflecting gender, geography and cultural interests.

Candidates must have experience in one or more of the following profiles:

(i) Professional or academic

Recognised professional or academic experience in a relevant field, such as:

- Museum/Local Museum Sector
- Archaeology & Heritage
- Irish Language
- Design and Decorative Arts
- History
- Natural History
- Folk life/Folklore

(ii) Business Experience

Extensive business experience, at an appropriately senior level, in one or more of the following areas:

- Corporate governance, finance and risk management, preferably including experience on an audit committee
- Business management experience including HR, industrial relations management, procurement and compliance and/or change management

(iii) Fundraising/Philanthropy/PR and Marketing

Experience, at an appropriately senior level, in one or more of the following areas:

- Fundraising, philanthropy and donor relations
- Public Relations and marketing

Desirable

- Previous experience of board membership
- Fluency in the Irish language
- Regional representation

Section 19(3)(d) of the National Cultural Institutions Act 1997 provides that not less than 6 members of the Board shall be women and not less than 6 members of the Board shall be men.

4. Term of Appointment

Appointments 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:

- [Section 20 of the National Cultural Institutions Act 1997](#) (terms of office of members of Board) and section [26 of the National Cultural Institutions Act 1997](#) (membership of either House of Oireachtas or European Parliament).
- 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](#).

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 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.

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.

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

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](#).

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.
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.
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.