



Appointments to the Board of the Grangegorman Development Agency

Closing Date: 3pm on 15th August 2018

**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.

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Location:	Dublin
Number of Vacancies:	3
Remuneration:	€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.
Time Requirements:	11 half day meetings per annum. Members will also be required to sit on sub-committees which meet on the same day. The sub-committees are Audit, Health and Safety, Remuneration and Workforce Planning.

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 Grangegorman site is an area of approximately 73 acres located in the Arran Quay Ward of Dublin in the district of Grangegorman. It is north of the River Liffey and south of the Royal Canal, and approximately 1.5 kilometres from Dublin's City Centre.

The GDA was established pursuant to the Grangegorman Development Agency Act 2005 to facilitate the development of the 73 acre Grangegorman site as a modern campus for DIT, to provide the HSE with upgraded primary health and social care facilities and to provide community access/facilities.

The Grangegorman development consists of a number of interrelated projects across the education, health and community sectors as follows:

- DIT: consolidation of DIT activities – 22,000 students and 2,000 staff - at a single location, including education facilities, research, technology transfer, sports, cultural activities, science park and student accommodation
- HSE: The relocation of residents and staff of St. Brendan's hospital from antiquated accommodation into a purpose built 54 bed facility on the site was achieved in March 2013. The next phase of build for the HSE will be the Grangegorman Residential Care Neighbourhood Project will result in the provision of a new Residential Healthcare Facility for elderly with high dependency needs and a Day Care Centre offering services to elderly residents from the local area.
- Community: Providing a major public recreational and amenity resource for the north inner city including health facilities, primary school, playgrounds and park, and access to sports facilities. The first playground opened in September 2015 and has been a huge success in the area.

2. Functions of the Board

The GDA's overall function is to project manage the development in an integrated and sustainable manner. In broad terms, the functions of the Agency are to:

- Accept the Grangegorman site and DIT properties;
- Prepare a strategic plan;
- Decide appropriate procurement strategy;
- Consult with relevant organisations, representative groups and the local community;
- Dispose of DIT properties;
- Carry out construction;
- Return properties to DIT/HSE and any other educational body

The Strategic Plan can be viewed on <http://ggda.ie/strategic-plan> and sets out the concept for the project along with a funding and delivery plan for the development of the Grangegorman site.

In creating the Strategic Plan for the Grangegorman site the GDA under the Act must also:

- Have regard to the Dublin City Development Plan; and
- Consult with certain stakeholders and other persons having a relevant interest.

Further information on the Grangegorman Development Agency can be found on www.ggda.ie.

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Alec Darragh	02/11/2015		08/09/2018	Board Member	External Nomination
Berna Grist (Dr.)	11/09/2015		08/09/2018	Board Member	PAS process
Damien Kilgannon	15/01/2013	11/09/2015	08/09/2018	Board Member	PAS process
Deirdre Prince	15/01/2013	11/09/2015	08/09/2018	Board Member	Appointed by Minister for the Education and Skills
Denise Dunphy	11/09/2015		08/09/2018	Board Member	External Nomination
Elva Duffy	15/01/2013	11/09/2015	08/09/2018	Board Member	Appointed by Minister for the Education and Skills
Ger Casey	13/07/2016		08/09/2018	Board Member	CEO. Appointed by the Minister for Education and Skills under s. 23 of the Grangegorman Development Agency Act 2005
Mary Walshe	12/02/2018		08/09/2018	Board Member	External Nomination
James Owen Lewis (Prof.)	11/09/2015		08/09/2018	Board Member	PAS process
Janice Boylan (Cllr.)	16/09/2014	11/09/2015	08/09/2018	Board Member	Appointed by the Minister for Education and Skills on the nomination of Dublin City Council
Jim Curran	15/01/2013	11/09/2015	08/09/2018	Board Member	Appointed by the Minister for Education and Skills on the nomination of the Minister for Health
John O'Hara	11/09/2015		08/09/2018	Board Member	External Nomination
Noel O'Connor (Dr.)	15/01/2013	11/09/2015	08/09/2018	Board Member	Appointed by the Minister for Education and Skills on the nomination of the President of Dublin Institute of Technology
Oliver Cussen	11/09/2015		08/09/2018	Chair	PAS process
Penelope Kenny	11/09/2015		08/09	Board Member	PAS process

3. Person Specification

The Minister for Education and Skills invites expressions of interest from suitably qualified applicants who consider they possess the skills and experience necessary to join the Board of GDA.

Candidates must demonstrate significant experience, at an appropriately senior level under at least one of the following areas:

- A career history which would demonstrate a strong economic understanding and senior level of experience of managing a commercial property portfolio, property disposal and development markets.
- Senior level experience in Financial Management/Funding/Banking and of developing innovative financial funding mechanisms for infrastructural projects (including fundraising and/or philanthropy).
- In-depth and recent understanding of capital and current funding systems in the Irish higher education sector, with particular expertise on capital appraisal as it relates to higher education projects and implementation of the National Development Plan

Desirable:

- Experience in Strategy Development and the delivery of a major infrastructural project creating a new urban quarter
- Experience and expertise in any of the following:
 - Legal
 - Public Procurement
 - Insurance
 - Corporate Governance
 - Human Resources
 - Compliance
 - Risk Management & Mitigation/Audit
- Evidence of technical competencies at an appropriately senior level in the fields of
 - Community Engagement
 - Project Management
 - Engineering
 - Construction
 - Architecture
 - Health & Safety
 - Spatial Planning
 - Urban Regeneration
 - Sustainability/Energy
- Demonstrable experience at an appropriately senior level in Public Affairs/Public Administration/Public Engagement/Communications.

The Minister reserves the right to appoint more than one suitable candidate from any specific area of expertise.

4. Term of Appointment

Under the Act, appointments to the Board will be for a period of three years with an option to extend the term of engagement for a second term of two or three years, subject to a recommendation by the Board Chair to the Minister. The following terms should also be noted:

- The membership of any member of the Board may be terminated by the Minister for Education 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.

- 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.
- In accordance with the 2016 Code of Practice for the Governance of State Bodies, no member of a State Board should hold appointments to more than two State Boards at the same time.
- Section 17 (15) of the GDA Act specifies that, in appointing persons to be members of the Board, the Minister shall insofar as is practicable and having regard to relevant experience, ensure that at least 40 per cent of the members appointed to the Agency are men and at least 40 per cent of the members appointed to the Agency are women.

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.

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.

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

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.