

**Appointments to the Policing Authority**

**Closing Date: 15:00 on 14<sup>th</sup> November 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](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 Policing Authority

<b>Location:</b>	The Authority's Offices are located at 90 North King Street, Smithfield, Dublin 7.
<b>Number of Vacancies:</b>	2 positions of ordinary Authority member to be filled at present. A panel will be formed to fill any further vacancies arising.
<b>Remuneration:</b>	€14,963.00 per annum. (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>	11 full day meetings, which include meetings with the Garda Commissioner, per annum. At least five meetings per annum are held in public. An additional 4-6 days per month is typical, including attendance at Authority, Committee and related meetings.

### 1. Background

The Policing Authority is an independent agency established on 1 January 2016. Its fundamental role is to oversee the performance by the Garda Síochána of its functions relating to policing services by carrying out a broad range of oversight, review and governance functions.

The Authority was established by the enactment of the Garda Síochána (Policing Authority and Miscellaneous Provisions) Act 2015 which amends the Garda Síochána Act 2005. The Act provides for an extensive range of functions for the Authority, some of which were previously the responsibility of Government or the Minister for Justice and Equality.

The Authority's vision is of a society served by a professional, impartial, constantly improving police organisation which deserves and enjoys the trust and support of the people. Oversight role is to oversee the performance of the Garda Síochána in relation to policing services and its mission is to drive excellent policing through valued and effective oversight and governance. The full range of functions is available on the Authority's website at [www.policingauthority.ie](http://www.policingauthority.ie).

The principal functions of the Policing Authority are to:

- Set priorities and performance targets for the Garda Síochána;
- Approve the annual policing priorities, policing plan and Statement of Strategy of the Garda Síochána, with the approval of the Minister for Justice and Equality;
- Keep under review the performance by the Garda Síochána of its functions;
- Monitor and assess measures taken by the Garda Síochána in relation to recommendations made in external reports including by the Garda Síochána Inspectorate;

- Nominate persons for appointment by the Government to the posts of Garda Commissioner and Deputy Garda Commissioner, following a selection process undertaken by the Public Appointments Service;
- Undertake selection competitions for appointments to the ranks of Assistant Commissioner, Chief Superintendent and Superintendent in the Garda Síochána;
- Appoint and remove Assistant Commissioners, Chief Superintendents and Superintendents in certain senior ranks and grades in the Garda Síochána;
- Provide information and advice to the Minister for Justice and Equality; and
- Promote the policing principles and public awareness of matters relating to policing services and support the continuous improvement of policing in the State.

## **2. Governance Responsibility of the Authority**

As set out in the Code of Practice for the Governance of State Bodies, the Authority is collectively responsible for leading and directing the activities of and ensuring high ethical standards in the Policing Authority.

While the Authority may delegate particular functions to the Chief Executive, the exercise of the power of delegation does not absolve the Authority from the responsibility for the proper governance of the Authority and the duty to supervise the discharge of delegated functions in accordance with an adequate and effective system of internal controls.

Key functions for which the Authority, acting collectively, is responsible include:

- reviewing and guiding strategic direction and major plans of action,
- risk management policies and procedures,
- setting performance objectives, and
- monitoring implementation and performance,

The Authority should act on a fully informed and ethical basis, in good faith, with due diligence and care, and in the best interest of the State body, having due regard to its legal responsibilities and the objectives set by Government.

The Authority is responsible for promoting the development of the capacity of the State body including the capability of its leadership and staff and is responsible for holding the CEO and senior management to account for the effective performance of their responsibilities.

Membership of the Authority consists of a chairperson and eight ordinary members. Under the legislation, Authority members are appointed by Government, subject to a resolution being passed by each House of the Oireachtas recommending his or her appointment. It is envisaged that persons appointed following this application process will be appointed for a period of two years.

The Authority operates under Standing Orders and has adopted a Code of Conduct which is available [here](#). The Code of Conduct sets out the standards and principles which govern the conduct of members and staff of the Authority. Authority meetings are scheduled for a day long plenary each month, except in the month of August, including a meeting with the Garda Commissioner. From time to time, the Authority may hold additional or exceptional meetings on a needs basis, which may include meetings with the Garda Síochána. For illustrative purposes, in 2017, the Authority met in plenary a total of 19 times, meetings with the Garda Commissioner and/or the senior Garda team on 11 of these occasions, of which five were held in public.

In addition, the Authority has established a number of Committees to assist and advise it in relation to the performance of its functions including to oversee the governance and progress the work of the Authority in relation to its statutory priorities under Terms of Reference which set out their purpose and guides their work. Each Committee meets on average 6-7 times per annum and, in general, each Authority member is expected to sit on at least one committee.

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](#).

The current composition of the Authority can be viewed [here](#).

### 3. Person Specification

[Section 62 D \(3\) of An Garda Síochána Act 2005](#), as amended, states:

In making recommendations of persons who are suitable for appointment as ordinary members of the Authority under this section, the Service shall have regard to the desirability of the members of the Authority possessing knowledge of, and experience in, matters connected with the following:

- a) policing matters;
- b) human rights and equality matters;
- c) public sector administration;
- d) board management and corporate governance; and
- e) work undertaken by voluntary or other groups or bodies with local communities, in particular, for the purpose of promoting safety in the community, the prevention of crime or promoting awareness of other issues that are relevant to policing services.

The Minister for Justice and Equality invites expressions of interest from applicants who consider they possess the skills and experience necessary to join the board of The Policing Authority.

#### Essential

Candidates **must** demonstrate in their application evidence of **at least two or more of the following**:

- demonstrable experience of policing matters;
- a career history at an appropriately senior level which demonstrates a high level of expertise and knowledge of human rights and equality matters, preferably as those rights relate to policing;
- senior executive experience in public sector administration and management within a complex organisation(s), ideally with a track record of driving performance improvement and/or organisational reform;
- significant experience and engagement at an appropriately senior level of work undertaken by voluntary or other groups or bodies within local communities which relates to policing. In particular, experience relating to the promotion of safety in the community, the prevention of crime and/or promoting awareness of other issues that are relevant to policing services; and
- significant senior management experience in a large complex organisation(s), of **one or more** of the following:

- strategic management and planning;
- organisational performance monitoring and review; and/or
- strategic HR, including senior-level recruitment and selection.

IMPORTANT: Applicants for membership of the Authority must be comfortable in participating confidently in meetings which are held in public and live streamed on the Authority's website.

### **Excluding Criteria:**

Section 62(F) of the Act sets out a number of specific disqualifications which applicants should review carefully. In accordance with section 62F(1) of the Act, the following persons are **not eligible** to be appointed to the Authority:

- a member of either House of the Oireachtas or of a local authority
- a person entitled to sit in the European Parliament
- a member of the Garda Síochána or the civilian staff of the Garda Síochána
- a member of the Garda Síochána Inspectorate or a member of the Garda Síochána Ombudsman Commission.

A person shall be disqualified from holding or shall cease to hold office as a member of the Authority in accordance with Section 62F(2) of the Act.

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

### **4. Term of Appointment**

Appointments to the Authority will be for an initial period of 2 years with an option to extend the term of engagement for a second term, the aggregate of such appointments shall not exceed eight years, subject to the following:

- A member of the Authority may be removed by the Government at any time, in accordance with Section 62G of the Act;
- A member of the Authority may resign his or her membership of the Authority by notice in writing addressed to the Minister, and the resignation shall take effect on the date on which the Minister receives the notice, or, if a date is specified in the notice and the Government agrees to that date, on that date;
- Members of the Authority shall hold office upon such terms and conditions as may be determined by the Government at the time of appointment;
- The roles and responsibilities of Authority 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](#); and
- An Authority member shall cease to be a member of the Authority 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.

**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 the Authority. **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).

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

- 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 Act 2018 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 the Authority.

## 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 Authority. You must also confirm that you can make yourself available to attend meetings and to carry out the duties of a member of the Authority.