

Appointments to the Board of the National Gallery of Ireland

Closing Date: 15:00 on Thursday 15th August 2019

**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.

Appointments to the Board of the National Gallery of Ireland

Location:	National Gallery of Ireland, 89 Merrion Square West, Dublin 2
Number of Vacancies:	2
Remuneration:	Nil. Travel and subsistence is payable at appropriate Civil Service rates.
Time Requirements:	Approximately 6 half day meetings per annum. Preparatory work and additional attendance at meetings of one or more of the five Board committees and Gallery events and training sessions may be required.

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 Gallery of Ireland (the "Gallery") is Ireland's major national cultural institution devoted to the collection and care of fine art. The Gallery was established by an [Act of Parliament in August 1854](#) (the "1854 Act"). Since then, there have been a number of subsequent amending Acts providing for the administration of the Gallery, the most recent of which is the [National Cultural Institutions Act, 1997](#). An autonomous National Cultural Institution, the Gallery operates under the aegis of the Department of Culture, Heritage, and the Gaeltacht.

The Gallery is the country's most popular free visitor attraction. The Gallery recently won the Royal Institute of the Architects of Ireland Culture-Public Building award (2018) and was nominated for European Museum of the Year (2018).

The mission of the Gallery is to care for, interpret, develop and showcase art in a way that makes the Gallery an exciting place to encounter art. The Gallery employs more than 180 staff and provides free access to the public 361 days a year.

The Gallery's extensive collection includes masterpieces by many of the most celebrated figures in the history of western European art from the Middle Ages to the mid twentieth century, including the most representative collection of historic Irish art, as well as an extensive Library & Archive. Entry to the collection is free for all to enjoy, learn and be inspired. Further information on the Gallery can be found at <https://www.nationalgallery.ie/>.

2. Functions of the Board

Administration of the Gallery is vested in the Board of Governors and Guardians (the "Board"). The Board meets at least six times a year and has several committees that meet regularly throughout the year, further details of which are provided below.

Board members' duties and obligations are wide-ranging and arise from statute, including the National Gallery of Ireland Acts (1854 to 1963), the National Cultural Institutions Act 1997, under its Byelaws, the Code of Practice for the Governance of State Bodies (2016) and common law. Board members stand in a fiduciary relationship to the Gallery. As such,

they are required to act in the best interests of the Gallery and must exercise due skill, care and diligence in carrying out their role.

Key duties include:

- attendance at and contribution to regular Board meetings and committee meetings;
- approving the annual report and accounts of the Gallery;
- ensuring maintenance of a sound system of internal controls within the Gallery;
- monitoring the effectiveness of the Gallery's risk management processes and systems;
- approving annual budgets, items of major expenditure, borrowing facilities and the opening or closing of bank accounts;
- approving treasury, risk management and investment policy for the Gallery;
- approving strategy for the Gallery;
- approving loans, acquisitions and offers of gifts of works of art;
- making or amending the Gallery's Byelaws;
- appointing Board committees and approving their terms of reference;
- ensuring compliance with non-statutory obligations, including Government circulars and codes of practice for State bodies, statutory obligations and applicable legislation; and
- generally ensuring that the Gallery acts within its prescribed parameters.

The Board may establish committees to assist in the discharge of its functions, comprised of both Board members and external members. There are currently 5 Board committees:

- The Acquisitions & Exhibitions Committee;
- The Audit, Risk & Finance Committee;
- The Development Committee;
- The Education & Public Engagement Committee; and
- The Governance & Strategy Committee.

The Chairperson of the Board is elected by the Board members. The Board comprises up to seventeen members, of whom ten are appointed by the Minister for Culture, Heritage, and the Gaeltacht (the Minister), five are ex-officio holders of the offices listed below, and two are nominated and appointed by the Royal Hibernian Academy pursuant to a power bestowed on them in the 1854 Act. Ex-officio members serve terms of varying duration depending on the constitution of their organisation.

- Royal Hibernian Academy (RHA): President
- Royal Dublin Society (RDS): President and Vice President
- Royal Irish Academy (RIA): President
- Office of Public Works (OPW): Chairperson

The current membership of the Board is: -

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Abigail O'Brien	09/10/2018			Board Member	Ex- Officio President RHA - National Gallery of Ireland Act, 1854 Section XII
Ann Prendergast	17/11/2016		16/11/2021	Ordinary Member	PAS Process

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Barney Whelan	17/11/2016		16/11/2021	Ordinary Member	PAS Process
Bernie Brennan	05/12/2013	06/12/2016		Board Member	Ex officio. RDS President
Gary Jermyn	17/11/2016		16/11/2021	Ordinary Member	PAS Process
Jacqueline Hall	17/11/2016		16/11/2021	Ordinary Member	PAS Process
James English	05/05/2017		04/05/2020	Board Member	RHA nominee - National Gallery of Ireland Act, 1854 Section XII
Lesley Tully	17/11/2016		16/11/2021	Ordinary Member	PAS Process
Lynda Carroll	17/11/2016		16/11/2021	Ordinary Member	PAS Process
Mary Keane	02/07/2014	1/07/19	31/06/2024	Board Member	Appointed by the Minister
Maurice Buckley	12/12/2016			Board Member	Ex Officio - Chair of OPW
Michael Cush	17/11/2016		16/11/2021	Ordinary Member	PAS Process
Owen Lewis (Prof)	01/12/2016			Board Member	Ex Officio - RDS Vice President
Peter Kennedy (Prof)	16/03/2017			Board Member	Ex officio. President RIA
Una Sealy	01/01/2019		31/12/2022	Board Member	RHA nominee - National Gallery of Ireland Act, 1854 Section XII

3. Person Specification

The Minister for Culture, Heritage and the Gaeltacht invites applications from suitably qualified candidates to fill 2 positions on the Board of the National Gallery of Ireland.

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](#).

The Minister wishes to appoint two suitably qualified candidates to the Board. The Minister may choose to appoint **from at least two of the profiles listed below** and welcomes

applications representative of the diversity of the Irish population, particularly reflecting gender, geography and cultural interests.

Fundraising & Development

Candidates must demonstrate in their application, evidence of experience at an appropriately senior level in at least one or more of the following areas:

- Fundraising, including involvement in fundraising for major capital campaigns
- Philanthropy
- Donor relations

Legal, Corporate Governance and Compliance

Candidates must demonstrate in their application, evidence of experience at an appropriately senior level in at least two or more of the following areas:

- Experience of good corporate governance and compliance practices
- Experience of strategic management and managing organisational change
- A recognised qualification in law, corporate governance and/or management
- Significant relevant professional experience of risk management
- Previous experience on an audit and risk committee desirable

Education, Public Engagement & Digital Media

Candidates must demonstrate in their application, evidence of experience at an appropriately senior level in at least one or more of the following areas:

- Public engagement
- Digital media

Business Experience and Project Management

Candidates must demonstrate in their application, evidence of experience at an appropriately senior level in one or both of the following areas:

- Extensive business experience at a senior level, preferably with international links
- Developing major capital projects.

Desirable

Previous experience of board membership.

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.

In order to qualify for appointment a person must not have any conflicts of interest likely to interfere with his/her ability to assume the role of a member of the Board. 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.

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, 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](#).
- Under the National Cultural Institutions Act 1997, 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 to the European Parliament or regarded, pursuant to section 15 (inserted by the European Parliament Elections Act, 1993) of the European Assembly Elections Act, 1977 as having been elected to the European Parliament to fill a vacancy.

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.

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.

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

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

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.