



Appointments to the Board of the Heritage Council

Closing Date: 15:00 on 4th June 2020

**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 Heritage Council

Location:	Heritage Council Headquarters, Church Lane Kilkenny
Number of Vacancies:	up to 10
Remuneration:	Nil. Travel and subsistence is payable at appropriate civil service rates.
Time Requirements:	There are 8-10 half-day Board meetings per annum. There are a possible 6 additional meetings for those members on the Audit Risk and Finance Committee or the Strategy committee. Occasional events that members might attend on behalf of the Board.

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 Heritage Council of Ireland is a statutory body established by the Irish Government in 1995 with its own founding legislation, the Heritage Act 1995. Its statutory functions are to propose policies for the identification, protection, preservation, and enhancement of the national heritage including monuments, archaeological objects, heritage objects, architectural heritage, flora, fauna, wildlife habitats, landscapes, seascapes, wrecks, geology, heritage gardens and parks and inland waterways.'

The Heritage Act 1995 defines heritage as including landscapes and seascapes and very significantly includes the key elements of Ireland's natural and cultural heritage. The Council operates grants programmes and supports a number of heritage organisations which have a considerable impact in terms of heritage conservation, employment and raising local community awareness and support for heritage.

The Heritage Act 2018 introduced the non-remuneration of Members of the Board while continuing their entitlement to expenses incurred in discharge of their duties as Board members; Changes to the schedule of the 1995 Act dealt with:

- A reduction in the size of the board of the Heritage Council to between 8-10 members, excluding the Chairperson;
- Ensuring Gender balance by having a minimum requirement of four female and four male members. This is consistent with the underlying logic of the existing gender composition of the Board;
- A reduction in the quorum necessary to 5 (including the Chair) to reflect the smaller Board size;
- The removal of the requirement for the Heritage Council to establish statutory Standing Committees on wildlife, archaeology, architectural heritage and inland waterways. The Heritage Council retains the right to set up Committees as it sees fit.

The Heritage Council Strategic Plan 2018-2022 "Heritage at the Heart" can be found [here](#)
The Heritage Council Annual Report 2018 can be found [here](#).

2. Functions of the Board

The Board of the Heritage Council is responsible for setting the overall strategic direction of the Heritage Council as well as ensuring the orderly operation of its business including compliance with its statutory obligation comprising the requirements of all applicable legislation and guidelines including the Heritage Act 1995 and 2018, and the Code of Practice for the Governance of State Bodies 2016.

Key duties of the Board include:

- attendance at and contribution to regular Board meetings and committee meetings;
- approving the annual report and accounts of the Council;
- ensuring maintenance of a sound system of internal controls within the Council;
- monitoring the effectiveness of the Councils' risk management processes and systems;
- approving annual budget's items of major expenditure, borrowing facilities and the opening or closing; of bank accounts;
- approving risk management policy for the Council;
- approving strategy for the Council;
- 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 Council acts within its prescribes parameters.

The Board may establish committees to assist in the discharge of its functions, comprised of Board members and external members. There are currently 2 Board committees, they are

1. Audit Risk and Finance Committee
2. Strategic Committee

The Board comprises up to 11 members (chair and 10 ordinary members) who are appointed by the Minister for Culture, Heritage and the Gaeltacht (the Minister). The legislation underpinning the Board specifies that the Heritage Council should at any time, have at least 4 members that are men and 4 members that are women.

Current membership of the Council: -

Name	First Appointed	Expiry Date	Position type	Basis of appointment
Brian Walsh	19/07/2016	19/07/2020	Board Member	PAS process
Fionnuala May	19/07/2016	19/07/2020	Board Member	PAS process
Ivor McElveen	19/07/2016	19/07/2020	Board Member	PAS process

Name	First Appointed	Expiry Date	Position type	Basis of appointment
Jane Maxwell	19/07/2016	19/07/2020	Board Member	PAS process
Kieran Coughlan	19/07/2016	19/07/2020	Board Member	PAS process
Marie Bourke	19/07/2016	19/07/2020	Board Member	PAS process
Mary C. Gallagher	19/07/2016	19/07/2020	Board Member	PAS process
Michael Parsons	25/01/2012	19/07/2016	Chair (Appointed 05/10/17)_	PAS Process 2012
Miriam Fitzpatrick	19/07/2016	19/07/2020	Board Member	PAS process
Muiris O'Sullivan	19/07/2016	19/07/2020	Board Member	PAS process
Sinéad McCartan	19/07/2016	19/07/2020	Board Member	PAS process

Appointments to the Board will be subject to the schedule to the Heritage Act 1995 and 2018:

- The period of office of an ordinary member shall be such period, not exceeding five years, as the Minister, on that appointment, may determine
- The Council shall consist of a chairperson and not fewer than 8 or more than 10 ordinary members.

3. Person Specification

The Minister for Culture Heritage and the Gaeltacht is seeking to appoint a maximum of 10 suitably qualified candidates to sit on the board of the Heritage Council. In order to ensure a mix of complementary skills and experience the Minister may choose to appoint from any or all of the profiles below.

The Minister welcomes applications representative of the diversity of the Irish population, particularly reflecting gender, geography and cultural interests. It should be noted that there is a statutory requirement that at least 4 members are men and at least 4 members are women.

It is essential that applicants have general interest in or knowledge or experience of, or in relation to, the national heritage and at least one or more of the skill sets outlined below.

According to the section 2(2) of the Schedule to the Heritage Act – “*Each member of the Council shall be a person who, in the opinion of the Minister, has an interest in or knowledge or experience of or in relation to the national heritage*”.

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

1. Relevant Professional Experience

Candidates must demonstrate in their application evidence of experience, at an appropriately senior level, in a relevant field such as

- Built Heritage
- Natural heritage
- Cultural heritage
- Marine heritage.

Including: archaeology, architecture, bio-diversity, conservation, ecology/habitats, folk life, geology, landscape/seascape, wrecks, museology, archives, public history, and industrial heritage.

2. Business Experience

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

- Corporate governance and compliance, including the implementation of the Code of Practice for Governance of State Bodies
- Finance and risk management, preferably including experience on an audit committee
- Business management experience including HR and/or procurement and/or change management
- Public service or local government senior management experience.

3. Commercial Heritage Sector/Economics

Candidates must demonstrate in their application evidence of experience, at an appropriately senior level in the commercial heritage sector in commercial issues and valuing economic impact of heritage.

4. Community/Voluntary

Candidates must demonstrate in their application evidence of specific voluntary or community experience in one of the following areas:

- Built Heritage
- Natural heritage
- Cultural heritage
- Community heritage.

Including: archaeology, architecture, archives, bio-diversity, conservation, ecology/habitats, folk life, geology, landscape/seascape, wrecks, museology, public history, industrial heritage.

5. Fundraising/Philanthropy

Candidates must demonstrate in their application evidence of experience in one or more of the following areas:

- Fundraising
- Philanthropy

6. PR and Marketing

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

- Communications/Media
- Digital Media including demonstrable knowledge of the value and use of social media and emerging technologies in making heritage accessible to wider audiences
- Public relations and marketing
- Promotion, education
- Public engagement

7. Partnerships and Community Development

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

- Partnership Building
- Community Development

Desirable

- Previous experience on a Board/Committee
- Evidence of an ability to foster co-operation with public authorities, education boards and other organisations in the promotion of the functions of the Council.
- Evidence of an ability to promote interest, education, knowledge and pride in, and facilitate the appreciation and enjoyment of the national heritage.

As per the Heritage Act , Section 17 (1), there is no legal impediment to a person serving on the Board even if they have an interest in any matter which is considered by the Council. They must declare the interest and take no part in the consideration of any such matter. All such declarations are maintained in a register kept by the Council and published in the Annual Report and Financial Statement.

Nevertheless, in order to qualify for appointment a person must not have any legal impediment or 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 Council will be for an initial period of up to 5 years with an option to extend the term of engagement for a second term, subject to:

- The membership of any member of the Council may be terminated by the Minister at any time, on the basis of reasons stipulated by the Heritage Acts 1995 and 2018 .
- A member of the Council may resign his or her membership of the Council 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 Council shall, subject to the provisions of the Schedule to the Heritage Acts 1995 and 2018, 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 Code of Practice for the Governance of State Bodies 2016 which is available here [Code of Practice for the Governance of State Bodies](#).
- A board member shall cease to be a member of the Council 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.

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.

5. 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/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 the most suitably qualified candidates (based on the information provided by the candidate) 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.

6. 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.

7. 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 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.