

Appointments to the Board of the Irish Manuscripts Commission

Closing Date: 15:00 on Thursday 25th February 2021

**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 Irish Manuscripts Commission

- Location:** Irish Manuscripts Commission, 45 Merrion Square, Dublin 2.
- Number of Vacancies:** 6 current vacancies
- Remuneration:** Nil. Travel and subsistence is payable at appropriate civil service rates
- Time Requirements:** 2/3 meetings per year. plus such time as needs be devoted to editorial work; proofing; and promotional activities

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 Irish Manuscripts Commission was founded by warrant on 10 October 1928. The Commission was incorporated as a company limited by guarantee with no share capital on 24 January 2006.

The mission of the Commission is:

- to publish, to the highest scholarly standard, editions, calendars and lists of primary materials;
- to promote public awareness of primary source materials and their importance for the history, heritage and culture of Ireland;
- to advise the Minister on policy towards preserving and making accessible documentary sources of Ireland's past;
- to bring these sources to the widest possible readership, nationally and internationally, through the Commission's publication programme, and its commitment to online access in general and to the Commission's out-of-print publications in particular.

2. Functions of the Board

Unlike most State Boards, the Chair and members of the Commission constitute a panel of experts who play a direct and active role in the work of the Commission. The Board devises policy and the Chair and Board members implement it. Board members vet the many publishing proposals which the Commission receives each year, and identify primary sources, in archives or private hands, which the Commission should consider publishing. When a publishing project is approved, a member will be appointed to act as internal editor and project mentor.

Members are chosen on the basis of a combination of the following essential skills:

- expertise in particular periods or areas of Irish history
- experience in editing texts and preparing them for publication, and
- ability to make an active and often time-consuming contribution to the work of the Commission (e.g. editing IMC editions, mentoring IMC publishing projects, as readers and copyeditors of forthcoming publications and participating in public events).

Under the Articles of Association of the Irish Manuscripts Commission Limited, the Minister appoints the members of the Commission, who are the same persons as the directors of the company. The number of Directors shall not exceed twenty, three of whom are ex officio appointments: the directors of the National Library of Ireland, the National Archives of Ireland, and the Public Record Office of Northern Ireland; the ex officio membership of the Commission is not part of this appointment process.

The members of the Commission are predominantly professional historians, though there is usually at least one archivist and one genealogist among the membership.

The current composition of the Commission is:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Alvin Jackson (Prof)	26/06/2017		10/07/2022	Ordinary Member	PAS Process
Ciara Breathnach (Dr)	26/06/2017		10/07/2022	Ordinary Member	PAS Process
David Hayton (Dr)	26/06/2017		10/07/2022	Ordinary Member	PAS Process
Elva Johnston (Dr)	26/06/2017		10/07/2022	Ordinary Member	PAS Process
Hiram Morgan (Dr)	26/06/2017		10/07/2022	Ordinary Member	PAS Process
John McCafferty	01/02/2014	26/06/2017	10/07/2022	Chair	PAS Process
Kate Manning	26/06/2017		10/07/2022	Ordinary Member	PAS Process
Liam Chambers (Dr)	26/06/2017		10/07/2022	Ordinary Member	PAS Process
Marian Lyons (Prof)	26/06/2017		10/07/2022	Ordinary Member	PAS Process
Michael Willis	18/11/2016		17/11/2021	Ordinary Member	PRONI Ex-Officio
Nicola Morris	26/06/2017		10/07/2022	Ordinary Member	PAS Process
Orlaith McBride	21/10/2020			Ordinary Member	Ex-Officio. Director of the National Archives
Patrick Geoghegan (Dr)	26/06/2017		10/07/2022	Ordinary Member	PAS Process
Sandra Collins	31/07/2015		31/07/2025	Ordinary Member	Ex officio. Director of the National Library of Ireland

3. Person Specification

The Minister for Tourism, Culture, Arts, Gaeltacht, Sport and Media is seeking to appoint up to six suitably qualified candidates to sit as members on the Board of the Irish Manuscripts Commission. In order to ensure a mix of complementary skills and experience the Minister may choose to appoint from any or all of the following profiles. The Minister welcomes applications representative of the diversity of the Irish population, particularly reflecting gender, geography and cultural interests.

Personal attributes for all applicants for appointment to the Commission

Any appointee (whether historian, genealogist or archivist) must

- have a proven track record of scholarly collaboration,
- demonstrate the ability to work cooperatively in a team with other members of the Commission,
- be prepared to give freely of their time and experience to the work of the Commission.

(i) Historians

Candidates must be recognised professional historians affiliated to one of the schools or departments of history of a relevant university or third level institution, or to a recognised scholarly institution. They should also:

- be experts in a particular field or time span (e.g. medieval; early modern; modern and contemporary history; economic and social history; business history; gender history; administrative history etc.);
- have an ability to participate in decision making on Commission activities outside her/his own area of special expertise in history;
- hold a higher research degree (PhD or equivalent) ;
- have a proven track record in scholarly publication (including online and print).

(ii) Genealogists

Candidates must be:

- members of the profession with a proven track record of publication on genealogy and
- university graduates in history or a cognate subject and
- members of a recognised accredited body of professional genealogists such as Accredited Genealogists Ireland (AGI) (formerly the Association of Professional Genealogists in Ireland).

(iii) Archivists

Candidates must:

- Hold, or have held, a senior post (usually Director) in a recognised university, city or county or institutional archive;
- have a proven track record of publications on archival matters;
- be university graduates in history or a cognate subject and hold a professional qualification in a relevant area (e.g. MA in Archives and Record Management; Higher Diploma in Archival Studies).

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 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 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 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 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 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.

5. Submitting your Application

Before submitting your application, 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
 - 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.

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 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.