



Appointments to the Board of the Private Security Authority

Closing Date: 15:00 on Wednesday 10th November 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. PAS also has responsibility for providing 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 Private Security Authority

Location:	Dublin (one meeting per annum is held in Tipperary Town)
Number of Vacancies:	Minimum of 4
Remuneration:	€7,695 Member. (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:	Approximately 6 half day meetings per annum . Some preparatory work (usually a half day) will be necessary in advance of each meeting. Members may also be required to act on the Audit and Risk Committee or the Strategy Committee.

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 Private Security Authority (PSA or the Authority), which was established pursuant to the Private Security Services Act 2004 (as amended), is the regulator for the private security industry. The Authority is an independent body under the aegis of the Department of Justice and is administered by a Board. The Authority is based in Tipperary Town.

The primary role of the PSA is to ensure that the public is protected through a standards and qualifications based licensing system. The PSA works in partnership with both employers and employees in raising standards in the industry to the benefit of the consumer, public and society. The PSA currently licences over 30,000 contractors and employees across 12 sectors. Further information on the role of the PSA can be found on their website, www.psa.gov.ie.

The statutory functions of the Authority, in accordance with Section 8 of the Private Security Services Act 2004 (as amended), can be found in the link below: <https://www.psa.gov.ie/statutory-functions/>

In accordance with Section 8 (3) of the Act the Minister may, with the consent of the Minister for Finance, by order confer such additional functions relating to security services and connected with the Authority's statutory functions as the Minister considers appropriate.

The PSA is mandated, under the Private Security Services Act 2004 (as amended), to regulate the following industry sectors:

- Door Supervisor

- Installer of Security Equipment
- Security Guard
- Providers of protected forms of transport
- Locksmith
- Supplier or installers of safes
- Private Investigator
- Security Consultant

It should be noted that the installation of CCTV, intruder alarm and access control systems, along with event security, are some of the subcategories of the above industry sectors which are currently licensed by the PSA, as are the alarm and CCTV monitoring sectors.

The Private Security Services (Amendment) Act 2021 extended licensing to Enforcement Guards.

2. Functions of the Board

The members of the Authority are collectively responsible for leading and directing the Authority's activities within a framework of prudent and effective control as set forth in the Code of Practice for the Governance of State Bodies 2016.

Sub Committees reporting to the Board

Audit and Risk Committee

Strategy Committee

The Board may, at its own discretion, establish sub committees for other purposes

Current composition of the Board:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Alan Durnan	08/11/2017		07/11/2021	Board Member	Employer Representative in accordance with Section 7 (2) (b) of the Private Security Services Act 2004 (as amended) - Selected following invitation for Expressions of Interest by PAS
Christopher Waters	22/07/2013	08/11/2017	07/11/2021	Board Member	Employee Representative in accordance with Section 7 (2) (c) of the Private Security Services Act 2004 (as amended) - Selected following invitation for Expressions on Interest by PAS

David Smith	22/01/2019		07/11/2021	Board Member	Nominated representative in accordance with Section 7(2)(f) of the Private Security Services Act 2004 (as amended)
Eilish McCormack	22/01/2019		07/11/2021	Board Member	Elected Staff Representative of the Private Security Authority in accordance with Section 7(2)(g) of the Private Security Services Act 2004 (as amended)
Geraldine Kelly	25/07/2013	08/11/2017	07/11/2021	Board Member	Appointed in accordance with s. 7(2)(a) of the Private Security Services Act 2004
John Garry	08/11/2017		07/11/2021	Board Member	Nominated Representative in accordance with Section 7 (2)(e) of the Private Security Services Act 2004 (as amended)
John O'Driscoll (Assistant Garda Commissioner)	15/11/2016	08/11/2017	07/11/2021	Board Member	Nominated representative in accordance with s. 7(2)(d) of the Private Security Services Act 2004
Noel Lappin	22/07/2013	08/11/2017	07/11/2021	Chair	Appointed in accordance with s. 7 of the Private Security Services Act 2004, following invitation for expressions of interest by the Minister on PAS and DJE websites
Padraic Caffrey	22/07/2013	08/11/2017	07/11/2021	Board Member	Employer Representative in accordance with Section 7 (2) (b) of the Private Security Services Act 2004 (as amended) - Selected following invitation for Expressions of Interest by PAS
Richard O'Farrell	08/11/2017		07/11/2021	Board Member	Appointed in accordance with Section 7 of the Private Security Services Act 2004, as amended
Sean Heading	08/11/2017		07/11/2021	Board Member	Employee Representative in accordance with Section 7 (2) (c) of the Private Security Services Act 2004 (as amended) - Selected

					following invitation for Expressions of Interest by PAS
--	--	--	--	--	---

3. Person Specification

The Minister for Justice is seeking expressions of interest from suitably qualified and experienced persons for consideration for appointment to fill 4 vacancies on the Private Security Authority.

Candidates must demonstrate significant experience, at an appropriately senior level, in one or more of the following areas:

(a) **Be a Practising barrister or practising solicitor** of at least five years standing

(b) Representative of Private Security Employers

- Relevant experience as an employer representative in the security industry
and

Knowledge and experience at a sufficiently high level under at least one of the following:

- Managerial/Professional experience at an appropriately senior level
- Experience of corporate governance and compliance
- Additional relevant experience which would assist the PSA in fulfilling its mandate.

(c) Representative of Private Security Employees

- Relevant experience as an employee representative in the security industry
and

Knowledge and experience at a sufficiently high level under at least one of the following:

- Sectoral knowledge/experience
- Experience of workplace relations and a demonstrated understanding of the PSA regulatory framework
- Additional relevant experience which would assist the PSA in fulfilling its mandate.

(d) Board Management and Corporate Governance - Ordinary non defined member

The successful candidate may be required to sit on the Audit and Risk Committee, and so candidates' attention is drawn to the provisions of the Code in relation to Audit and Risk Committee membership which can be found [here](#).

- Recent and relevant experience at a sufficiently high level in finance, audit or corporate governance

The successful candidate should have a relevant professional qualification and/or membership of a relevant professional body, with at least 3 years post qualification experience.

and

Demonstrate experience at a sufficiently high level in at least one of the following:

- Corporate Governance and Compliance and Broad Sectoral Knowledge/Experience.
- Risk Management
- Change management
- Strategy development

Desirable for *all roles*

- Sectoral knowledge/experience
- Demonstrable knowledge of Public procurement
- Demonstrable knowledge of Government accounting practices
- Previous Board experience

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 encourages applications from diverse, qualified candidates to ensure the Authority is a true reflection of Irish society and shall have regard to the desirability for gender balance, diversity and inclusion on the Authority as the Minister considers appropriate and determines from time to time when making appointments, in line with the updated [Code of Practice for the Governance of State Bodies 2016](#).

[The Minister shall also have regard to the desirability for regional representation on the Authority and shall ensure that an appropriate balance in this respect is maintained 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 Authority will be for an initial period of 4 years with an option to extend the term of engagement for a second term, subject to:

- The membership of any member of the Authority may be terminated by the Minister at any time, on the basis of reasons to be stated by the Minister.
- A member of the Authority may resign his or her membership of the Authority 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 Authority 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](#).
- An Authority 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, or is elected to the European Parliament.
- Otherwise, a member of the Authority shall hold office upon such terms and conditions as set out in Section 7 of the Private Security Services Act 2004

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](http://publicjobs.ie) 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.