



The DNA Database System Oversight Committee

An Coiste Formhaoirsithe um an gCóras Bunachair Sonraí DNA

Closing Date: Midnight on Wednesday, 10th December 2014

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Non-Executive Members of The DNA Database System Oversight Committee

1. **Entity:** The DNA Database System Oversight Committee
An Coiste Formhaoirsithe um an gCóras Bunachair Sonraí DNA
2. **Location:** Department of Justice and Equality, 51 St. Stephen's Green, Dublin 2
3. **Number of Vacancies:** 3
4. **Remuneration:** €5,130 per annum
5. **Time Requirements:** The Committee shall hold as many meetings as may be necessary for the performance of its functions. It is estimated that at the outset an average of 2 - 4 meetings per annum will be required.
6. **Closing Date:** Midnight on Wednesday 10th December 2014

1. Introduction

The main purpose of the Committee is to oversee the management and operation of the DNA Database System for the purposes of maintaining the integrity and security of the System and, for those purposes, satisfy itself that the provisions of this Act in relation to the System are being complied with. It is an Expert Committee appointed under statute.

2. The Role of the Committee

The functions of the Committee are further set out in Section 72(2) of the Act and include the following;

- to oversee of arrangements employed by the Director of FSI in relation to the receipt, handling, transmission and storage of samples taken under the Act for the purpose of generating DNA profiles for entry in the DNA Database System,
- to oversee the procedures employed by the Director of FSI in relation to the generation of DNA profiles from the samples taken under this Act, and the quality control and quality assurance of those procedures, to ensure that they comply with international best practice,
- to oversee the measures employed by the Director of FSI to ensure that the DNA Database System is not improperly accessed by any person, that the DNA profiles and information entered in the System are used only for the purposes permitted by this Act and that they are not improperly disclosed to any person,
- to oversee the means by which the results of searches of the DNA Database System are reported by the Director of FSI to the Garda Síochána, the Ombudsman Commission or a coroner, as may be appropriate,
- to oversee the practices and procedures employed by the Director of FSI to ensure that samples taken under this Act for the purpose of generating DNA profiles for entry in the DNA Database System are destroyed, and the DNA profiles generated from those samples are removed from that System, in accordance with Part 10,
- to oversee the practices and procedures employed by the Director of FSI in the operation of Chapters 2 and 7 of Part 12 of the Act, and the practices and procedures employed by the Director of FSI in the operation of Section 4 of the Act.
- to make appropriate recommendations in relation to the management and operation of the DNA Database System to the Minister and the Director of FSI as required, and
- at the behest of the Minister for Justice and Equality, to review any matter relating to the management and operation of the DNA Database System and report in

writing on same.

The ["Code of Practice for the Governance of State Bodies"](#) of May 2009 which provides a framework for the application of best practice in corporate governance by both commercial and non-commercial State bodies also sets out information on Boards and directors.

3. General

Appointments made are subject to Part 9 and Schedule 1 of the Criminal Justice (Forensic Evidence and DNA Database System) Act, 2014.

Remuneration

Positions on the Committee are, ostensibly, to be filled on a voluntary basis. However, under the relevant provisions of the Act, ordinary members of the Committee, other than the Director of Forensic Science Ireland and the person nominated for appointment by the Data Protection Commissioner, shall be paid such remuneration (if any) as the Minister may from time to time determine. In this regard, a gross annual payment of €5,130 is proposed. Candidates should note that a successful application does not constitute a guarantee of remuneration. Any such payments will be subject to formal sanction from the Minister for Public Expenditure and Reform.

Expenses

The chairperson and ordinary members of the Committee shall be paid such allowances for expenses as the Minister may, with the consent of the Minister for Public Expenditure and Reform, from time to time determine.

4. Person Specification

In their written applications, candidates must be able to demonstrate;

- Experience in identifying and solving problems of a systemic nature within organisations
- Experience and relevant academic qualifications **in one** of the following areas specific to the functions of the Committee including, but not limited to:
 - the science of DNA and its use in forensic science
 - human rights in the area of law enforcement and criminal investigation

Other desirable qualities for candidates include

- laboratory based IT systems and the transmission, handling and storage of medical samples
- the ability to communicate effectively and constructively in the relevant field of expertise, including report writing
- a good understanding of the Criminal Justice (Forensic Evidence and DNA Database System) Act, 2014 and those provisions demanding oversight as outlined in the Committee's functions above
- good interpersonal skills

5. Term of Appointment

Under the Act, appointments to the Committee will be for an initial period of 4 years with an option to extend the term of engagement for a second term of 4 years.

The membership of any member of the Committee may be terminated by the Minister of Justice and Equality at any time, on the basis of reasons to be stated by the Minister.

A member of the Committee may resign his or her membership of the Committee 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 Committee 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.

6. Statutory Requirements

Section 1(6) of Schedule 1 to the Criminal Justice (Forensic Evidence and DNA Database System) Act, 2014 provides that the Minister for Justice and Equality shall, in so far as is practicable ensure that there is an equal balance of men and women appointed as ordinary members to the Committee.

Section 1(7) of Schedule 1 to the Criminal Justice (Forensic Evidence and DNA Database System) Act, 2014 provides that when appointing ordinary members to the Committee the Minister for Justice and Equality shall have regard to the desirability of their having obtained qualifications, experience or expertise in science, human rights and other appropriate fields.

7. How to Apply

Applicants are requested to review the self-assessment questionnaire which can be found on www.stateboards.ie

Having considered the overall suitability for membership of a State Board applicants should establish if they consider that they meet the specific appointment criteria set out in Section 5 above.

Individuals wishing to be considered for appointment as a Board member of The DNA Database System Oversight Committee should submit an application via the following link www.stateboards.ie with a detailed Curriculum Vitae and cover letter.

If you are already registered you can log in using your username and password.

If you have not previously registered as interested in an appointment as a member of a State Board, you will need to register your details. Please follow the link to registration on www.stateboards.ie

Then go to “Choose a Job Category” on the left side of the screen.

Click on “Membership of a State Board” and then click “Apply for this position”.

Step 1 - Review the self-assessment questionnaire which can be found on www.stateboards.ie

Step 2 - Complete the Online Application Form. Most of this will be pre-filled from your registration profile.

Step 3 - Attach (a) and (b) listed below.

- (a) Curriculum Vitae not exceeding 3 pages
- (b) A short cover letter/personal statement outlining your suitability for a position on The DNA Database System Oversight Committee

Applicants should confirm that they do not have any conflicts of interest or legal impediment which would be likely to interfere with his/her ability to play a full part on the DNA Database System Oversight Committee. Applicants must also confirm that they can make themselves available to attend meetings and to carry out the duties as a Board member.

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8. Appointments Process

A Board Selection Panel ("Panel") will be convened by PAS to consider the expressions of interest received via www.stateboards.ie. The consideration of the expressions of interest may include any or all of the following steps:

- An initial screening of the expressions of interest received against the specific appointment criteria for the role
- Shortlisting
- Interview

If you have any questions regarding the application process please email info@stateboards.ie.

9. Data Protection Acts 1988 & 2003

For further information on Data Protection please follow the [link](#)