



**Appointments to the Board of the National Concert Hall**

**Closing Date: Midnight on 11 January 2016**

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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](http://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](#) 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 Concert Hall

<b>Location:</b>	Dublin
<b>Number of Vacancies:</b>	9 (1 Chairperson and 8 Ordinary Members)
<b>Remuneration:</b>	Nil, Travel and Subsistence will be paid at applicable rates.
<b>Time Requirements:</b>	Minimum of 4 meetings but likely to be 6-8 meetings per annum

### 1. Background

The National Concert Hall was established in 1981 and is currently constituted as a company limited by guarantee (the National Concert Hall Company). In the context of the recent enactment of the National Cultural Institutions Act 2015, the National Concert Hall Company will be dissolved and a new Board recruited in line with the requirements outlined in that Act.

Ireland's National Concert Hall is regarded by performing artists as one of the finest concert halls in Europe. At the heart of Dublin's city centre it boasts a thrilling programme of the world's greatest performers and Ireland's finest musicians.

There are weekly performances by the resident orchestra, the RTÉ National Symphony Orchestras as well as a range of performances and activities covering classical, opera, traditional, jazz, musicals, popular music and education and community outreach. The vision for The National Concert Hall is that of a world-leading auditorium and centre of excellence for the performing arts in Ireland.

The National Cultural Institutions (National Concert Hall) Act 2015 provides that the principal functions of the NCH are -

- (a) to provide and operate, having regard to international standards and good practice, the national venue for the performance, appreciation and enjoyment of musical, creative, artistic and cultural activities including the promotion of concerts and recitals of artistic, educational and cultural value,
- (b) in the public interest, to promote and support the performance, knowledge, appreciation, creation and enjoyment of music as an integral part of Irish life,
- (c) to entertain, educate and engage the public through musical experiences, and
- (d) to encourage and promote inclusivity, participation, creativity, experimentation and involvement in music through engagement with diverse individuals and communities as performers, participants, composers or audience members.

## 2. Structure and Functions of the Board

The Board is collectively responsible for promoting the success of the National Concert Hall by leading and directing its activities. The Board delegates responsibility to the executive to direct and manage the day to day business of the organisation.

Section 9(1) of the Act states that:

“Subject to this Act, the Board shall have power to do anything that appears to it to be requisite for, advantageous or incidental to, or to facilitate, the performance of the functions of the NCH, including the making of arrangements with any person to assist the NCH in the proper discharge of any of its functions.”

## 3. Person Specification

The Minister for Arts, Heritage and the Gaelteacht is seeking to appoint 9 suitably qualified candidates, including a chair, to sit on the Board of the National Concert Hall. This is the first board to be appointed under the new National Concert Institutions (National Concert Hall) Act 2015.

All Directors must have the specific skills required as set out in section 10(2) (a) of the National Cultural Institutions (National Concert Hall) Act 2015 as follows:

*The chairperson and ordinary members of the Board shall be appointed by the Minister, from among persons who, in the Minister's opinion, have experience of, and expertise in matters connected to music, dance, the arts, finance, business, administration, marketing, fund raising, philanthropy, corporate governance, human resources or venue management.*

In order to ensure a mix of complementary skills and experience in line with Section 10(2) (a) above the Minister may choose to appoint from any or all of the profiles listed below.

In accordance with Section 10(4) of the Act, of the members of the Board, not less than 4 shall be men and not less than 4 shall be women.

### Chairperson

The Minister intends to appoint, from among the ordinary Members selected, a Chairperson of the Board. Applicants are invited to express an interest in this additional role and detail in their cover letter the additional skills and experience they would bring to it.

In addition to meeting the requirements for selection as an ordinary member of the board under one or more of the profiles below, it is desirable that candidates have:

- Previous experience of board membership
- Demonstrable experience of corporate governance
- Demonstrable understanding of the main issues facing the National Concert Hall

## **Ordinary Members**

### (a) Professional or Academic

Candidates must have relevant professional or academic experience in one or more of the following:

- music
- dance
- the arts

### (b) Business Experience

Candidates must have extensive business experience in one or more of the following areas:

- Corporate governance, finance and risk management, preferably including experience on an audit committee
- Business management experience including HR, industrial relations management,
- Venue management

### (c) Fundraising / Philanthropy / PR and Marketing:

Candidates must have relevant professional experience in one or both of the following areas:

- fundraising, philanthropy and donor relations
- public relations and marketing

It is desirable that candidates demonstrate experience in an area which would lead to familiarity with the work of the National Concert Hall.

## **4. Term of Appointment**

Under the Act, appointments to the first Board will be as follows

- The chairperson of the Board shall hold office for 5 years from the date of his or her appointment and shall not be eligible for re-appointment after serving 2 terms of 5 years (for which purpose chairmanship of the Board which occurred before the commencement of this section shall be taken into account).
- The persons first appointed as ordinary members shall hold office as follows:
  - (a) 3 members for a term of 3 years;
  - (b) 3 members for a term of 4 years;
  - (c) 2 members for a term of 5 years.
- Ordinary members who are to hold office for the periods specified in subsection (6) shall be selected by lot to be drawn in such manner as may be determined by the Minister.

A member of the Board whose term of office expires, or is about to expire is eligible for reappointment to the Board, but may not serve on the Board for more than 2 consecutive terms.

Section 11 of the Act sets out the conditions of office of the Board.

- 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, or regarded pursuant to Part XIII of the Second Schedule to the European Parliament Elections Act 1997 as having been elected to that Parliament.

## 5. Submitting your Expression of Interest

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. Please give careful consideration to the possibility of any potential conflict of interest that may arise if appointed to this board.

Your submission should be made via the following link [www.stateboards.ie](http://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 Board 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.

If you have any questions regarding the application process please email [info@stateboards.ie](mailto:info@stateboards.ie).

## **6. Assessment Process**

An Assessment Panel (the “Panel”) will be convened by PAS to consider and assess the expressions of interest 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 suitable candidates to be sent forward for consideration by the Minister.

## **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 Acts 1988 & 2003**

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

## APPENDIX 1

### Submitting your expression of interest

In order to submit your application, you should take the following steps:

1. Go to [www.stateboards.ie](http://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](http://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. Click on "continue".
8. 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.
9. 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.