



Appointments to the Boards of the National Transport Authority (NTA); Iarnród Éireann (Irish Rail); Bus Éireann and Bus Átha Cliath (Dublin Bus)

Closing Date: 3pm on Friday 27th April 2018

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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 September 30, 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.

**Appointment as Member of the Boards of the National Transport Authority (NTA),
Iarnród Éireann (Irish Rail); Bus Éireann and Bus Átha Cliath (Dublin Bus)**

Location:	Dublin
Number of Vacancies:	1 vacancy per Board
Remuneration:	National Transport Authority Board - €11,970 Iarnród Éireann; Bus Éireann and Bus Átha Cliath Boards - €12,600 (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:	National Transport Authority Board - 11 meetings per annum (typically half-day per meeting). Iarnród Éireann; Bus Éireann and Bus Átha Cliath Boards - 10 meetings per annum (typically half-day per meeting). 1-2 days' preparation prior to meetings would be required.

Details of the current membership of the Boards can be found by clicking on the links below.

[N.T.A](#)
[Iarnród Éireann](#)
[Bus Éireann](#)
[Bus Átha Cliath](#)

1. Background - National Transport Authority (NTA)

The National Transport Authority (NTA) is a statutory non-commercial State body, which operates under the aegis of the Department of Transport, Tourism and Sport.

The NTA's main legislative basis is the Dublin Transport Authority Act 2008 and the Public Transport Regulation Act 2009.

In broad terms, the Authority's statutory functions can be summarised as follows:

National (including the Greater Dublin Area)

- Procure public transport services by means of public transport services contracts;
- Provide integrated ticketing, fares and public transport information;
- Develop an integrated, accessible public transport network;
- Licence public bus passenger services that are not subject to a public transport services contract;

- Manage the Rural Transport Programme;
- Provide bus infrastructure and fleet and cycling facilities and schemes;
- Develop and implement a single public transport brand;
- Develop and maintain a regulatory framework for the control and operation of small public service vehicles (taxis, hackneys and limousines) and their drivers;
- Prepare statutory submissions on Regional Planning Guidelines;
- Collect statistical data and information on transport;
- Enforce EU passenger rights in rail, maritime and bus and coach transport;
- Validate EU authorisations and journey forms in relation to bus and coach travel in accordance with EU Regulation No. 1073/2009;
- Operate as the national conciliation body for electronic toll service providers, and
- Regulate vehicle clamping.

Greater Dublin Area alone

- Undertake strategic planning of transport;
- Invest in all public transport infrastructure;
- Develop the effective management of traffic and transport demand.

Other functions

In addition to its statutory functions the Authority also undertakes a number of functions on behalf of the Department of Transport, Tourism and Sport on a non-statutory basis. The non-statutory functions include:

- Planning and funding of sustainable transport projects in the regional cities of Cork, Galway, Limerick and Waterford;
- Administration of the Smarter Travel Workplaces and Smarter Travel Campus Programmes;
- Management of the Green-Schools Travel Programme; and
- Provision of accessibility funding to transport operators and other relevant bodies

1.2 Functions of the Board – National Transport Authority (NTA)

The NTA is governed by a Board of up to twelve members appointed by the Minister for Transport, Tourism and Sport. Three positions on the Board are *ex officio* positions reserved for the Chief Executive and another senior manager of the Authority and the Chief Executive, Dublin City Council.

The Board is responsible for the appropriate governance of the Authority and for ensuring that there are effective systems of internal control, statutory and operational compliance and risk management in place.

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 and also sets out information on the duties and responsibilities of Chairpersons, Boards and directors of State Bodies, including the NTA.

The Board is assisted in the discharge of its responsibilities by a sub-committee:

- Audit and Risk Committee

2. Background - Iarnród Éireann (Irish Rail); Bus Éireann and Bus Átha Cliath (Dublin Bus)

Córas Iompair Éireann (CIÉ) is a statutory corporation established pursuant to the Transport Act 1950. CIÉ has three operating subsidiary companies - **Iarnród Éireann; Bus Éireann and Bus Átha Cliath** - and in addition operates CIÉ Tours International, which provides coach tour holidays.

Section 7 of the Transport Act 1958 states that it is the duty of CIÉ to

"... provide reasonable, efficient and economical transport services with due regard to safety of operation, the encouragement of national economic development and the maintenance of reasonable conditions of employment for its employees."

Iarnród Éireann, Bus Éireann and Bus Átha Cliath are State commercial companies established pursuant to the Transport (Re-Organisation of Córas Iompair Éireann) Act 1986 and formed and registered under the Companies Acts. The companies are represented on the Board of CIÉ by its Chairperson.

Iarnród Éireann

The principal activities of the Company are the provision of Intercity and Commuter Rail passenger services, freight services and the management of Rosslare Europort. Passenger rail services are operated under a Public Service Obligation contract with the National Transport Authority (NTA),

Bus Éireann.

The principal activities of the Company are the provision of:

- Publicly subvented (PSO) bus services in regional cities and regions across the country;
- Expressway commercial bus services and
- School transport services on behalf of the Minister for Education and Skills.

Bus Átha Cliath.

The principal activity of the company is the provision of a comprehensive bus service for the city of Dublin and its hinterland. It operates the Public Service Obligation network in the Greater Dublin Area under a contract of services with the National Transport Authority.

2.1 Functions of the Boards - Iarnród Éireann (Irish Rail); Bus Éireann; and Bus Átha Cliath (Dublin Bus)

Each of the companies, Iarnród Éireann; Bus Éireann and Bus Átha Cliath are governed by a Board, and each Board has up to nine members appointed by the Minister for Transport, Tourism and Sport. Two positions on each Board are for worker directors.

The Boards are responsible for the appropriate governance of the relevant company and for ensuring that there are effective systems of internal control, statutory and operational compliance and risk management in place.

The Boards have a schedule of matters reserved for its approval. These include:

- Strategy and management
- Safety policy and planning
- Financial reporting and controls (including risk management)
- Capital expenditure
- Contracts and disposals

Statutory duties of the members generally are set out in Part 5 of the Companies Act 2014, which applies to - Iarnród Éireann; Bus Éireann; and Bus Átha Cliath which are companies formed and registered under the Companies Acts.

Iarnród Éireann

The Board is assisted in the discharge of its responsibilities by a number of advisory groups (sub-committees) which include:

- Safety Advisory Group
- Audit and Risk Review Group
- Infrastructure Advisory Group
- Trains Advisory Group
- Organisation and Development Steering Group

Bus Éireann

The Board is assisted in the discharge of its responsibilities by a number of advisory groups (sub-committees) which include:

- Audit Review Group
- Board Commercial and Innovation Committee
- Board Remuneration Committee
- Board Safety Committee.

Bus Átha Cliath

The Board is assisted in the discharge of its responsibilities by a number of advisory groups (sub-committees) which include:

- Audit, Finance and Risk Committee
- Board Safety Committee
- Board Remuneration and Succession Committee
- Board Strategy Review Group

In addition to the above, 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 and also sets out information on the duties and responsibilities of Chairpersons, Boards and directors of State companies including Iarnród Éireann Bus Éireann; and Bus Átha Cliath.

3 Person Specification

Please note that applications will be assessed taking into account the legislative, essential and desirable criteria set out below. The onus is on applicants to clearly demonstrate in their application form, c.v. or cover letter, how they meet the requirements under each of these areas.

The Minister for Transport, Tourism and Sport plans to make appointments shortly to the Boards of the National Transport Authority (NTA); Iarnród Éireann (Irish Rail); Bus Éireann; and Bus Átha Cliath (Dublin Bus) and he is now inviting expressions of interest from suitably qualified members of the public.

For all of the Board positions, **the Minister invites applications from suitably qualified candidates who have specific personal experience of disability issues.** These directors will be expected to bring a unique insight into the accessibility of public transport to the work of their Board.

The Minister will also have regard to the desirability for gender balance on the Board. In addition, appointments may be made with regard to ensuring a regional/rural perspective on the Board.

Legislative requirements for the NTA position:

Under legislation governing the NTA, the person appointed by the Minister should have wide experience in relation to transport, industrial, commercial, financial, land use planning or environmental matters, the organisation of workers or administration.

Legislative requirements for the Iarnród Éireann; Bus Éireann; and Bus Átha Cliath positions:

Under legislation governing Iarnród Éireann; Bus Éireann; and Bus Átha Cliath, the person appointed by the Minister should have wide experience in relation to transport, commercial, financial, land use planning or environmental matters, the organisation of workers or administration.

Essential requirements for all roles:

Candidates for all roles must demonstrate evidence of specific personal experience of disability issues. These directors will be expected to bring a unique insight into the accessibility of public transport to the work of a Board.

Desirable criteria for all roles:

It is desirable that candidates can demonstrate professional experience at a senior management level of one or more of the following:-

- Experience of the transport sector
- Commercial/Project Management
- Communications/marketing/branding/media
- Finance/audit/accountancy
- Legal

Previous Board Experience

While previous board experience for each of the positions would be an advantage, it is not a necessary requirement.

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](#).

4 Term of Appointment

Appointments to each Board will be for an initial period of up to three years, 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.
- 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 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 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.

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 the online application form, 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. **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
 - Meeting¹/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.

Please note that the Public Appointments Service will not be responsible for any expenses incurred by candidates as part of our selection process.

If you are invited at any point to participate in any further calls/meetings etc, PAS will confirm in advance with you whether you may require reasonable accommodations in your engagement with us. Our charter on engaging with people with a disability is available here <https://www.publicjobs.ie/publicjobs/accessibility.htm>

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

Should your name be forwarded to a Minister for consideration, please note that your cover letter and curriculum vitae will be forwarded to the State Board Liaison Officer in the relevant department and may be retained for up to one year.

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

¹ The Public Appointments Service will not be responsible for refunding any expenses incurred by candidates.

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.