



**Members of the Low Pay Commission**

**Closing Date: Midnight on Monday, 12th January 2015**

The Public Appointments Service is committed to a policy of equal opportunity.

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## **Non-Executive Members of Low Pay Commission**

1. **Entity:** Low Pay Commission
2. **Location:** Meetings will be in Dublin.
3. **Number of Vacancies:** 8
4. **Remuneration:** €11,970 per annum
5. **Time Requirements:** up to 15 days per annum.
6. **Closing Date:** Midnight on Monday, 12<sup>th</sup> January 2015

Expressions of interest are now sought from suitably qualified candidates for consideration for membership of the Commission.

### **1. Introduction**

The Statement of Government Priorities 2014–2016 includes a commitment to establish a Low Pay Commission (LPC) on a statutory basis as an independent body to make annual recommendations to the Government about the appropriate level of the minimum wage and related matters. It is expected that the Commission will adopt a consensus-based approach in the making of such recommendations.

With a view to ensuring that the LPC is in a position to carry out its functions as soon as possible, the Minister intends, in the first instance, to establish the LPC on an interim administrative basis. Legislation to provide for the establishment of the LPC on a statutory basis will be published as soon as possible with a view to its enactment in early 2015. It is intended that the interim membership will constitute the Commission when it is established on a statutory basis.

### **2. Functions of the Low Pay Commission**

On its establishment the Low Pay Commission will, on an annual basis, be required to examine the national minimum hourly rate of pay and make recommendations to the Minister on the appropriate level. The Minister may also at any time refer to the Low Pay Commission such matters relating to the NMW/low pay as the Minister considers appropriate.

While the LPC will determine its own operating procedures, in making recommendations to the Minister, it will be required to consult with;

- (a) representatives of employers;
- (b) representative of workers; and
- (c) representatives of wider civil society.

### 3. Positions Advertised

It is proposed to appoint

- (a) 3 members having experience representative of employers;
- (b) 3 members having experience representative of workers; and
- (c) 2 advisory members.

### 4. Person Specification

All candidates for these roles must be able to demonstrate that they have the following essential criteria:

- Be open-minded strategic thinkers, able to bring their own experience to bear on issues under discussion;
- Have a commitment to an evidence-based approach, and the capacity to appreciate the implications of complex and multi-faceted evidence;
- Be able to extract the essence of an argument from papers or presented evidence.
- Have the ability to make important and difficult objective decisions within fixed timeframes, whilst maintaining independence of mind;
- Be able to challenge constructively the opinions of others, work to achieve a shared consensus and accept collective responsibility;
- Have excellent communication skills, both oral and written, and be able to express themselves clearly and succinctly; and
- Be able to work as part of a team and with a small secretariat, and have a proven track record of collaborative working.

Persons expressing an interest in:

- (a) Members having experience representative of **employers**:
  - Should have significant experience of working in business or on behalf of business particularly in businesses where the national minimum wage is relevant or in a small to medium sized enterprise  
**and**
  - experience which demonstrates an understanding of the specific issues faced by Irish businesses, particularly in relation to labour costs and competitiveness
- (b) Members having experience representative of **workers**:
  - Should have experience which demonstrates a deep understanding of the interests of low-paid workers  
**and**
  - experience of working on behalf of workers' interests or representing workers, particularly low-paid workers  
or
  - a proven track record in an advocacy or representational role on behalf of the low paid
- (c) **advisory member** must have:
  - proven competence in analysing and evaluating economic research and statistical analysis,  
**and**

- demonstrable professional experience in relation to some or all of the following;
  - o economics,
  - o labour market economics,
  - o statistics,
  - o employment law

## **5. Term of Appointment**

The members of the Low Pay Commission will be appointed by the Minister for a period of three years and receive a warrant of appointment. It is expected that the Commission will commence its work in early 2015.

## **6. How to Apply**

Applicants are requested to review the self-assessment questionnaire which can be found on [www.stateboards.ie](http://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 4 above.

Individuals wishing to be considered for appointment should submit an application via the following link [www.stateboards.ie](http://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](http://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](http://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 the vacancy.

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 Board. 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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## **7. Appointments Process**

A Board Selection Panel (the “Panel”) will be convened by PAS to consider and assess the expressions of interest received by the PAS via [www.stateboards.ie](http://www.stateboards.ie). The Panel shall:

- review and discuss the expressions of interest received against specific appointment criteria for the role to be agreed by the panel;
- 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
  - Interview/conference call; and/or
  - Referee checks;
  - Any other selection method deemed appropriate.
- Arrive at a shortlist of suitable candidates to be sent forward for consideration by the Minister.

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

## **8. Data Protection Acts 1988 & 2003**

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