

Appointment to the Board of Quality and Qualifications Ireland (QQI)

Closing Date: Midnight on Friday, 13th March 2015

**State Boards Division
Public Appointments Service
Chapter House, 26 – 30 Abbey Street Upper, Dublin 1**

Telephone Number: 353 1 858 7769

Email: info@stateboards.ie

State Boards.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 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 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.

1. **Entity:** Quality and Qualifications Ireland (QQI)
2. **Board Meeting Location:** QQI, 26-27 Denzille Lane, Dublin 2.
3. **Number of Vacancies:**1
4. **Remuneration:** Nil. Members of the Board are not remunerated but are entitled to claim travel and subsistence allowances in accordance with Government guidelines.
5. **Time Requirements:** Board meetings are held approximately 5 times per annum. In addition to attendance at Board meetings, this role involves the attendance at Audit Committee meetings of which there are approximately 4-5 per annum.

1. Background

Quality and Qualifications Ireland (QQI) is a state agency established by the [Qualifications and Quality Assurance \(Education and Training\) Act 2012](#). QQI is governed by a board of ten members including the Chief Executive. The board is appointed by the Minister for Education and Skills who also appoints the Chief Executive following a recommendation by the board.

Its functions include those previously carried out by the Further Education and Training Awards Council (FETAC); the Higher Education and Training Awards Council (HETAC); the Irish Universities Quality Board (IUQB) and the National Qualifications Authority of Ireland (NQAI).

2. Functions of the Board

The QQI Board is a non-representative, 10-member board consisting of people with broad experience of, and expertise in relation to, the functions of QQI.

Members of the board include:

- At least one person with international experience related to the functions of the board, and
- At least two learner representatives; one nominated by the Union of Students in Ireland.

QQI's responsibilities include:

- maintaining the ten-level NFQ (National Framework of Qualifications),
- setting standards for awards made under the NFQ,
- validating education and training programmes and making extensive awards in the Further Education and Training sector, including in the Education and Training Boards,
- making awards in Higher Education, mainly to learners in private providers - the universities and institutes of technology largely make their own awards,
- providing advice on recognition of foreign qualifications in Ireland and on the recognition of Irish qualifications abroad,
- publishing a directory of providers and awards in the NFQ,
- reviewing the effectiveness of quality assurance among further and higher education providers in Ireland, and
- authorising the use of an International Education Mark (IEM) for providers.

3. Vacancy Details & Legislative Requirements

The board vacancy arises from the resignation of a member of the board who also held the role of Chairperson of the Audit Committee. The new appointee will be a member of the QQI Board and member of the Audit Committee. The appointee should be capable of assuming the role of Chairperson of the Audit Committee.

4. Person Specification

Expressions of interest are invited from members of the public who consider they possess the skills and experience necessary for this Board appointment. Specifically, QQI is seeking a person with skills and experience in:

- corporate governance best practice and compliance including corporate finance and audit.

In addition to the foregoing specific skills and experience, it is highly desirable that candidates possess one or more of the following:

- Experience in the areas of regulation and risk management;
- Experience working within or with the higher education sector;
- Previous board or chair experience.

5. Term of Appointment

The appointment term will run to 5 November 2017. This is the remainder of the term of office of the member who occasioned the vacancy concerned.

6. How to Apply

If you are interested in this position, please review the self-assessment questionnaire which can be found on www.stateboards.ie. Please note that the 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, applicants should consider whether they meet the specific appointment criteria set out in the 'Person Specification' section above.

If you decide that you wish to be considered for appointment, you should submit an application via the following link www.stateboards.ie together with a detailed Curriculum Vitae and cover letter. In order to submit your application, you should take the following steps:

- i. Go to www.stateboards.ie.
- ii. On the bar at the top of the page click on "Available Appointments".
- iii. This brings you to a page with all our advertised vacancies. Select whichever position would like to apply for (you are welcome to apply for more than one position if you wish).
- iv. On the relevant page please click on the "apply for position" button at the bottom of the page
- v. 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 set one up.
- vi. 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.
- vii. 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".
- viii. 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 "submit" button at the bottom of the page.
- ix. 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.

7. Appointments Process

An Assessment Panel (the “Panel”) will be convened by PAS to consider and assess the expressions of interest received by the PAS via www.stateboards.ie. The Panel will:

- review and discuss the expressions of interest received against the specific appointment criteria for the role;
- assess potential appointees 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;
 - Any other selection method deemed appropriate.
- draw up a list of people deemed suitable for appointment which will then be sent forward for consideration by the Minister.

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

8. Data Protection Acts 1988 & 2003

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