



**Appointment to the Board of Dublin Bus**  
**Closing Date: Midnight on Monday 13<sup>th</sup> April 2015**

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

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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](http://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:** Dublin Bus
2. **Board Meeting Location:** Meetings will be in Dublin.
3. **Number of Vacancies:** 3 (2 current, 1 arising 31/07/15)
4. **Remuneration:** €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 provided for under statute, e.g., the appointment of Worker Directors).
5. **Time Requirements:** 12 meetings per annum

## 1. Background

In accordance with the [Transport \(Reorganisation of Córas Iompair Éireann\) Act, 1986](#), the principal object of Dublin Bus, as a subsidiary of CIE, is to provide a passenger service by road for the city of Dublin and its hinterland.

Socially-necessary but commercially unviable bus services are operated under Public Service Obligation contract with the National Transport Authority (NTA), details of which are on the NTA's website. Dublin Bus also operates licensed commercial services such as Airlink.

*Vacancies now exist on the CIE Board and also on the Boards of its three subsidiary companies, Dublin Bus, Bus Éireann and Irish Rail. It is envisaged that vacancies on each Board should firstly be filled from selected applicants for each Board. If after the selection process is completed for the respective Boards there are still vacancies then all remaining suitable applicants will be considered for these.*

## 2. Functions of the Board

As part of its stewardship of the company, the Board's responsibilities include the following:

- To constructively challenge the Company's management and to help develop proposals on strategy,
- To scrutinise the performance of management in meeting agreed goals and objectives and to monitor the reporting of performance,
- To satisfy itself on the integrity of financial information and that the financial controls and systems of risk management are robust and defensible and
- To satisfy itself on the application and adequacy of the corporate governance control environment.

The Board is required to comply with the Code of Practice for the Governance of State Bodies 2009 and the provisions of the Ethics in Public Office Acts.

### **3. Person Specification**

Expressions of interest are invited from members of the public who consider they possess skills and experience in one or more of the following two areas:

#### **Legal**

Candidates must have:

- Extensive professional experience in the legal field with a specialisation in commercial, company and/or competition law, AND
- Experience at Board or senior executive level in relation to the foregoing areas of the law.

#### **Finance**

Candidates must have:

- Extensive professional experience in a commercial organisation in the area of accountancy, audit and/or corporate finance, AND
- Experience as a member of an Audit Committee or of having reported to or worked with an Audit Committee,

#### **4. Term of Appointment**

Under the Act, appointments to the Board will be for an initial period of 3 years with an option to extend the term of engagement for a second term of 3 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.
- 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.

## 5. How to Apply

If you are interested in this position, please review the self-assessment questionnaire which can be found on [www.stateboards.ie](http://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](http://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](http://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 you 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 this position" button at the bottom of the page
- v. 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 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.

## **6. 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](http://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](mailto:info@stateboards.ie).

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

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