Appointment of Chair to the Governing Body of

Institute of Technology Sligo

Dún Laoghaire Institute of Art Design & Technology

Institute of Technology Tralee

Closing Date: 3pm on 20th July 2016

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

Telephone Number: 353 1 858 7441

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 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 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.

Applications are now invited from suitably qualified applicants for appointment by the Minister for Education and Skills to the position of Chairperson of the Governing Bodies of the following:

- Institute of Technology Sligo,
- Dún Laoghaire Institute of Art Design & Technology
- Institute of Technology Tralee.

Title of Board	**Governing Body (Institute of Technology Sligo)**
Remuneration	Nil. (Travel and Subsistence only payable)
Board Meeting Location:	IT Sligo – Board Room
Meeting Frequency	8
Term of appointment	5 years

About the Institute of Technology Sligo

The Institute of Technology Sligo (IT Sligo) is one of the 14 IOTs in the state operating under the Institutes of Technology Acts 1992 to 2006. IT Sligo is designated as a higher education institution under the Higher Education Authority www.hea.ie and receives its funding through HEA.

IT Sligo was established in 1970 as the Regional Technical College, Sligo and in 1997 became the Institute of Technology, Sligo.

IT Sligo is centrally located, 72-acre campus in Sligo town, with good public transport links. Benefiting from a €35 million capital investment, including new Technology and Science buildings, student services building and a state-of-the-art library set on three floors. Sports Facilities include the multipurpose Knocknarea Arena, an international standard outdoor athletics track, floodlit soccer and Gaelic pitches and leisure and gym facilities.

 Under Section 53 of the Qualifications and Quality Assurance (Education and Training) Act 2012, IT Sligo has been accorded up to master degree awarding powers at level 9 of the National Qualifications Framework, see www.nqai.ie These powers are granted under Delegation of Authority from Quality Qualifications Ireland http://www.qqi.ie. IT Sligo also has Delegation of Authority to offer level 10 [PhD] in a number of disciplines and offers additional disciplines through QQI.

 The Institute currently has 6000 full & part-time students, employing 465 staff. It has an Annual Budget of approximately €44xM. *(Figures as per HEA Returns March 2016)*

 The Institute has three Schools of Learning: Engineering & Design, Science, Business & Social Sciences. It offers 155 full and part-time courses. The Institute also conducts a wide range of online (distance) learning programmes and apprenticeships. IT Sligo has been the recognised national leader in Digital (online) education since 2002, and currently has 1811 online students across 23 countries (figure as per HEA return, March 1st 2016). IT Sligo is continually developing and enhancing its research profile.

Title of Board	**Governing Body (Dún Laoghaire Institute of Art Design & Technology) (DLIADT)**
Board Fees:	Nil (Travel and Subsistence only payable)
Board Meeting Location:	IADT Boardroom
Meeting Frequency	Monthly (September to June)
Term of appointment	5 years

About the Dún Laoghaire Institute of Art, Design & Technology

Dún Laoghaire Institute of Art, Design and Technology (IADT) was established in 1997 having had a history as the Dún Laoghaire College of Art and Design since the 1960s. It is one of the 14 Institutes of Technology in the state and falls under the Institutes of Technology Acts 1992 to 2006.

The Institute is organised into two Academic Faculties: the Faculty of Enterprise and Humanities and the Faculty of Film, Art and Creative Technologies and three Directorates: the Directorate of Creativity, Innovation and Research; the Directorate of Academic and Student Affairs; the Directorate of Corporate Affairs. In the current academic year there were 2,300 full-time students enrolled. There is an extensive Professional, Adult and Continuing Education programme catering for some 400 students on the Autumn/Spring and Summer Faculties. IADT employs approximately 450 staff and has an annual operating budget of €19 million.

IADT is situated on a suburban campus comprising five teaching buildings including the internationally renowned National Film School as well as the Media Cube, an enterprise centre dedicated to the digital media industry and Sports Facilities include a national standard floodlit soccer pitch.

IADT is designated as a higher education institution under the Higher Education Authority www.hea.ie and receives its funding through HEA.

Under the Qualifications [Education and Training] Act [1999] as amended by the Qualifications and Quality Assurance [Education and Training] Act [2012] , IADT has been accorded master degree awarding powers up to level 9 of the National Qualifications Framework, see www.nqai.ie These powers are granted under Delegation of Authority from Quality Qualifications Ireland http://www.qqi.ie

For further information on our Strategic Plan and the Institute, please see our Website at http://www.iadt.ie/en/InformationAbout/Corporate/Strategy/

Title of Board	**Governing Body (Institute of Technology, Tralee)**
Board Fees:	Nil (Travel and Subsistence only payable)
Board Meeting Location:	IT Tralee NC - U306
Meeting Frequency	10
Term of appointment	5 years

About the Institute of Technology, Tralee

Institute of Technology, Tralee is one of the 14 IT's in the state operating under the Institutes of Technology Acts 1992 to 2006.

The Institute of Technology Tralee (IT Tralee) was established in 1977 as the Regional Technical College, Tralee and in 1992 became the Institute of Technology, Tralee.

The Institute currently has 3,500 full & part-time students, employing 350 staff and provides a financial contribution of circa €60m to the local economy annually. IT Tralee operates on two campus locations in Tralee, Co. Kerry: the South Campus located in Clash and the North Campus located in Dromtacker which opened in 2001. Has benefited from a €40 million capital investment over the last 10 years, including a new Library and Information Resource Centre and a purpose built facility for our Department of Nursing and Health Care Sciences.

The construction of a €15m Sports Academy, will shortly commence, marking one of the largest capital projects to be undertaken as part of the Institute's Master Development Plan. This development will allow sports people, able and disabled, to enjoy, prepare and compete to the highest standards.

The Institute has three principal schools, i.e. School of Business, Computing & Humanities, School of Science, Technology, Engineering & Mathematics and School of Health & Social Sciences.

It conducts an extensive range of courses, comprising two year certificates and building thereon, three year Ordinary Degrees; four year Honours Degree, Masters and PhD.

The Institute also conducts a wide range of craft, apprentice, ACCS and life-long learning / part-time programmes.

IT Tralee is designated as a higher education institution under the Higher Education Authority www.hea.ie and receives its funding through HEA.

Under the Qualifications [Education and Training] Act [1999], IT Tralee has been accorded up to master degree awarding powers at level 9 of the National Qualifications Framework, see www.nqai.ie These powers are granted under Delegation of Authority from Quality Qualifications Ireland http://www.qqi.ie. IT Tralee may also offer level 10 [PhD] through QQI.

Additional Background Information:

Technological Universities

The current Programme for Government outlines that this new Government will continue to support the creation of Technological Universities. The development of Technological Universities is in line with the National Strategy for Higher Education to 2030 which provides a framework for the development of the higher education sector to 2030.

With regard to the Institute of Technology sector, the Strategy recommended significant reforms to position the sector to meet national strategic objectives. In particular, the Strategy recommended consolidation within the sector and a pathway of evolution for those consolidated institutes of technology, to allow them to demonstrate significant progress against robust performance criteria and to apply to become technological universities.

Consortiums who have applied:

As part of the implementation of the Strategy, the Higher Education Authority in 2012 published a four-stage process and criteria for applicant groups of institutes of technology wishing to apply to become technological universities.

There are currently four consortia engaged with the process to become designated as Technological Universities. These are:

1. TU4Dublin (Dublin Institute of Technology, Institute of Technology Tallaght, Institute of Technology Blanchardstown);
2. Technological University for the South-East (TUSE – consisting of Waterford Institute of Technology and Institute of Technology Carlow)
3. Munster Technological University (MTU – consisting of Cork Institute of Technology and **Institute of Technology Tralee**)
4. Connacht Ulster Alliance (CUA – consisting of Galway-Mayo Institute of Technology, **Institute of Technology Sligo** and Letterkenny Institute of Technology).

At the end of 2014, two consortia successfully passed stage 3 of the four-stage process. These are the TU4Dublin consortium and the Munster Technological University consortium. Enactment of the Technological Universities (TU) Bill, which is currently at Committee Stage in the Dáil, would enable these projects to proceed with legal merger and move to the final stage for application for designation as a Technological University.

In early 2015 the Connacht-Ulster Alliance also expressed an interest in merging and in applying to become a technological university. This application was approved to proceed to the next stage. In line with the process for designation as a Technological University, Stage 2 of this process involves the preparation of a plan by the Connacht-Ulster Alliance, to meet the criteria for designation as a Technological University.

Governance Reform:

The National Strategy also recommended that the governance structures of all higher education institutions should be reformed to ensure that they are fit for purpose and have the expertise relevant to the governance of a modern higher education institution.

Best International practice, is for the governing authorities of higher education institutions to be smaller and more effective, and for a competency-based approach to be taken when appointing governing body members.

These recommendations may give rise to changes in the membership of the boards of Institutes of Technology and/or Technological Universities in due course. Any changes to the composition of boards will require legislative change.

Functions of the Governing Body:
The functions of the Governing Body of an Institute of Technology are as outlined in section 7 of the Institutes of Technology Acts 1992 to 2006. Section 7 of that Act outlines that;

7.— (1) The functions of the governing body of a college shall be, in pursuance of the functions of the college under section 5 but within the constraints of the college's budget under section 13—
(*a*) to control and administer the land and other property of the college,
(*b*) to appoint the Director and such other staff as it thinks necessary for the purposes of the college, and
(*c*) to perform such other functions as are conferred on it by this or any other Act.

(2) For the purpose of the appointment of the Director under subsection (1)(*b*), the governing body shall develop such interview and other procedures as in its opinion will best ensure participation in the selection process by candidates of a high calibre from both within and outside of the college and shall publish such procedures in such manner as it considers appropriate.

(3) A governing body has, subject to this or any other Act, such powers as are necessary for the purposes of performing its functions.

(4) A governing body may, from time to time, appoint such and as many committees, consisting either wholly or partly of members of the governing body, as it thinks necessary to assist it in the performance of its functions and may assign to those committees such of its functions as it thinks fit.

(5) A committee appointed under subsection (4) shall operate in such manner as the governing body may direct and its acts shall be subject to confirmation by the governing body, unless the governing body otherwise directs.

(6) In performing its functions a governing body, or, where appropriate, a committee shall—
(*a*) comply with such policy directions as may be issued by the Minister from time to time, including directions relating to the levels and range of programmes offered by the college,
(*b*) have regard to the promotion and use of the Irish language as a language of general communication and promote the cultivation of the Irish language and its associated literary and cultural traditions,
(*c*) have regard to the attainment of gender balance and equality of opportunity among the students and staff of the college and shall, in particular, promote access to education in the college by economically or socially disadvantaged persons, by persons who have a disability and by persons from sections of society significantly under-represented in the student body,
(*d*) ensure as far as it can that the college contributes to the promotion of the economic, cultural and social development of the State and to respect for the diversity of values, beliefs and traditions in Irish society, and
(*e*) have regard to the statutory responsibilities of other education providers.".

Person Specification:

Applications are now invited from suitably qualified applicants with a demonstrable interest in Higher Education, for the position of Chairperson of the Governing Body of the three listed Institutes of Technology.

Applicants **must** have:-

- Significant senior management level experience in corporate governance (including strategy, governance and change management) in a large/complex organisation.
- Previous Board experience
- It is also a requirement that applicants satisfy the criteria in **either or both** of the categories set out below.

   a. Strategic Management and Organisational Development:

   Significant senior level practical experience in developing and implementing strategy in a large public or private sector organisation and/or programme and project management.

   b. Finance and Budgeting

   Significant senior level practical experience in finance and audit in an organisation with a large annual budget or turnover.

Conflicts of Interest: No current employee of any of the Institutions listed and no current employee of any Higher Education Institution in Ireland will be considered for these positions. This is to avoid, as far as possible, any appearance of a conflict of interest that could arise by a member of staff of a higher education institution holding a particular class, description or grade of position and, at the same time, being a chairperson of the Governing Body of an Institute of Technology.

Terms of Appointment:
Appointments to the Governing Body will be for a period of five years with the possibility of serving a second term not exceeding five years. This is in line with the provisions of the Second Schedule of the Institutes of Technology Acts 1992 to 2006 the most relevant provisions of which are as follows:

The Second Schedule of the Institutes of Technology Acts 1992 to 2006 provides that:
2. (1) Each governing body shall have a chairman who may be designated by such title as the governing body may determine.
(2) The chairman shall be appointed by the Minister and may be removed from office by the Minister.
(3) The chairman may, at any time, resign from office as chairman by letter addressed to the Minister and the resignation shall take effect from the date on which the letter is received.
(4) Subject to the provisions of this Act, the chairman shall hold office on such terms and conditions as the Minister may, at the date of the appointment, decide.

3. (5) A member (including the chairman) whose term of office expires by effluxion of time shall be eligible for reappointment.

4. (1) A member (including the chairman….) shall hold office for a period not exceeding five years.

There are a number of specific exclusions of persons from eligibility to be a member of the Governing Body of an Institute of Technology. These are detailed in Sections 6 (1) and 6 (2) of the Second Schedule of the Institutes of Technology Acts 1992 to 2006 which provides that:

6. (1) Where a member of a governing body—
(*a*) is nominated as a member of Seanad Éireann, or
(*b*) is elected as a member of either House of the Oireachtas or as a representative in the European Parliament, or
(*c*) is regarded pursuant to section 13 (inserted by the European Assembly Elections Act, 1984) of the European Assembly Elections Act, 1977 , as having been elected to the European Parliament to fill a vacancy, or
(*d*) is adjudged bankrupt or makes, under the protection or procedure of a court, a composition or arrangement with creditors, or
(*e*) is sentenced to a term of imprisonment by a court of competent jurisdiction, or
(f) who was appointed on foot of an election by the academic staff or by non-academic staff of the college, ceases to be a member of such staff,

that member shall thereupon cease to be a member of the governing body.

6. (2) A person shall not be eligible to be a member of a governing body if that person—
(*a*) is for the time being entitled under the Standing Orders of either House of the Oireachtas to sit therein, or
(*b*) is for the time being a member of the European Parliament, or
(*c*) is an undischarged bankrupt, or
(*d*) within the immediately preceding three years has, under the protection or procedure of a court, made a composition or arrangement with creditors, or
(*e*) within the immediately preceding five years, has been sentenced to a term of imprisonment by a court of competent jurisdiction.

Submitting your expression of interest:
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, you should consider carefully how your background and experience fits with the specific appointment criteria set out in Section 4 - Person Specification in this booklet.

If you decide that you wish to be considered for appointment, we welcome you submitting your expression of interest via the following link www.stateboards.ie together with your detailed 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.

Assessment 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:
  o Consideration of the written applications; and/or
  o Meeting/conference call; and/or
  o Referee checks;
  o Any other selection method deemed appropriate.
- compile 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.

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.

Data Protection Acts 1988 & 2003:
For further information on Data Protection please follow the link

The Public Appointments Service thanks you for your interest in State Board appointments.

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.
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. 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.