



**An Roinn Breisoideachais agus Ardoideachais,
Taighde, Nuálaíochta agus Eolaíochta**
Department of Further and Higher Education,
Research, Innovation and Science

**INSTITIÚID ARD-LÉINN BHAILE ÁTHA CLIATH
DUBLIN INSTITUTE FOR ADVANCED STUDIES**

EXPRESSIONS OF INTEREST TO BE CONSIDERED FOR NOMINATION TO

THE CHAIR OF THE COUNCIL OF THE INSTITUTE

**THE CHAIR OF THE GOVERNING BOARD OF THE SCHOOL OF CELTIC
STUDIES, THE SCHOOL OF THEORETICAL PHYSICS OR THE SCHOOL OF
COSMIC PHYSICS**

**MEMBERSHIP OF THE GOVERNING BOARDS OF THE SCHOOL OF CELTIC
STUDIES, THE SCHOOL OF THEORETICAL PHYSICS AND THE SCHOOL OF
COSMIC PHYSICS**

Expressions of interest are sought from suitably qualified candidates for consideration for appointment to the Chair of the Council of the Dublin Institute for Advanced Studies, Chairperson of the Governing Board of two of the Institute's three Constituent Schools, or members of the Governing Boards of the Institute's three Constituent Schools

Background to the Institute

The Dublin Institute for Advanced Studies (DIAS) is an independent organisation for research in basic disciplines which is, in part, funded by the Department of Further and Higher Education, Research, Innovation and Science.

The Institute is a statutory corporation which was established under the [Institute for Advanced Studies Act 1940](#).

The Institute, through the constituent Schools, pursues fundamental research in specialised branches of knowledge. The institute is an academic publisher of monographs, books, and journals in Celtic Studies and on advanced scientific subjects.

The Institute has three constituent schools:

- the **School of Celtic Studies** is concerned with the furtherance of the study of the Celtic languages and literature through a programme of investigation, editing and publication;
- the **School of Theoretical Physics** investigates the mathematical principles of the laws of nature;
- the **School of Cosmic Physics** undertakes theoretical, computational and observational studies in astronomy, astrophysics and geophysics to advance the understanding of the Cosmos

All Schools train and mentor scholars and fellows to contribute to the pool of expertise, human capital and specialist skills in Ireland.

The Council is responsible for the general governance of the administrative affairs of the Institute (including financial, risk management, fulfilment of statutory requirements and overseeing best practice).

Further information about DIAS is available on the Institute's website at www.dias.ie.

The Institute's latest strategic plan is available: <https://www.dias.ie/2018/11/19/dias-strategy-2018-2022/>

Appointments to the Council of Dublin Institute for Advanced Studies (DIAS)

| | |
|------------------------------|---|
| Location of Meetings: | 10 Burlington Road, Ballsbridge, Dublin 4 and remote meetings. |
| Number of Vacancies: | One – Council Chair |
| Remuneration: | The Chair position is unremunerated. Travel and Subsistence/expenses are paid in accordance with approved public sector rates. |
| Time Requirements: | <p>The Council convenes for three, half day meetings a year, typically in early March, late June and second half of November.</p> <p>Each meeting is two to four hours in duration. The amount of time per annum required, including preparation time in advance of meetings, is approximately 6 days per annum.</p> <p>From time to time, the Chair would represent the Council at both internal and external engagements.</p> <p>The Chair will be required to devote as much time to duties of the Council as is necessary for the proper and efficient discharge of the duties.</p> |

1. Composition of the Council

The legislative provisions which apply to the composition of the membership of the Council is set out in the Institute for Advanced Studies Act 1940 and comprises of the following members:

- a non-executive Chair appointed by the President of Ireland on the advice of Government,
- three ex-officio members (the Provost of Trinity College Dublin, the President of University College Dublin and the President of the Royal Irish Academy)
- six members appointed by the Governing Boards of the three Schools.

The term of the Council will run from 1 July 2025 to 30 June 2030.

The Chair of Council should be cognisant of the general provisions of the Code of Practice for the Governance of State Bodies as this code is utilised as best practice guidance for the Council. This code is available to view / download from:

<https://www.gov.ie/en/publication/0918ef-code-of-practice-for-the-governance-of-state-bodies/>

2. Person Specification

The Minister for Further and Higher Education, Research, Innovation and Science invites applications from suitably qualified candidates for consideration for appointment as Chair to the Council of Dublin Institute for Advanced Studies (DIAS). The Council Chair position is a non-executive role.

Candidate's attention is drawn to the general details of the role of a Chair/Chairperson as set out on page 19 of the Code, which can be found [here](#). The Principle states:-

- The Chairperson is responsible for leadership of the Board and ensuring its effectiveness on all aspects of its role.
- The Chairperson should display high standards of integrity and probity and set expectations regarding culture, values, and behaviours for the State body and for the tone of discussions at Board level.

Furthermore, the code sets down that the Chairperson is responsible for setting the Board's agenda in consultation with the CEO, and ensuring that adequate time is available for discussion of all items, in particular for strategic issues. The Chairperson should also promote a culture of openness and debate by facilitating the effective contribution of ordinary members in particular and ensuring constructive relations between the executive and members. The Chairperson is responsible for ensuring that members receive accurate, timely and clear information. The Chairperson should ensure there is effective communications with stakeholders.

The same responsibilities of all Board members also apply to the Chairperson, who should bring an independent judgement to bear on issues of strategy, performance, resources and standards of conduct, with collective responsibility for the long-term sustainability of the body.

In order to qualify for appointment a person must not have any legal impediment or conflicts of interest likely to interfere with his/her ability to assume the role of Chair of the Council. Please give careful consideration to the possibility of any potential conflict of interest that may exist and address this in your cover letter.

Essential Criteria

Candidates must demonstrate in their application significant experience of the below at an appropriately senior level:

- strong leadership capabilities and the experience necessary to discharge the role of Chairperson
- prior experience of Board membership or of Chairing a Board
- senior level experience of the oversight of finance and audit, governance and compliance, and risk management, in a public or private organisation
- a proven record of achievement at senior level in overseeing the development and implementation of medium to long-term strategy in a large public or private sector research performing organisation
- excellent interpersonal and communication skills including consensus building and influencing skills and the ability to develop constructive relationships with all relevant stakeholders across the public, private and civil sectors
- significant experience and a track record of achievement in the research and advanced studies environment or academic arena, with knowledge and understanding of research policy, the research environment and the context within which research sits nationally and internationally.

Desirable Criteria

- An understanding of the public sector environment, in particular funding and reporting requirements and accountability structures.

**Appointment as Chair of the Governing Board of the School of Celtic Studies
or the School of Theoretical Physics**

**Membership as an Ordinary Member of the Governing Boards of the School of
Celtic Studies, The School of Theoretical Physics and the School of Cosmic
Physics**

Location of Meetings: 10 Burlington Road, Ballsbridge, Dublin 4 and remote meetings.

Number of Vacancies: School of Celtic Studies – up to 9 members - One Chair + Eight Ordinary Members
School of Theoretical Physics – up to 9 members - One Chair + Eight Ordinary Members
School of Cosmic Physics – up to 9 members –One Chair + Eight Ordinary members

Remuneration: Both the Chair and Ordinary member positions to the Governing Boards are unremunerated.
Travel and Subsistence/expenses are paid in accordance with approved public sector rates.

Time Requirements: **For the School of Celtic Studies, and the School of Theoretical Physics,** the Governing Body convenes for **two** board meetings a year, typically one in May and one in November.

For the School of Cosmic Physics, the Governing Body convenes for **three** board meetings a year, typically in early March, late June and second half of November.

The Chair of the requisite School Governing Board is also a member of the DIAS Council. **Three** meetings of the Council a year are held, typically in early March, late June and second half of November.

Each meeting is two to four hours in duration. The amount of time per annum required, including

preparation time in advance of meetings, is up to 3 days for an Ordinary Member and up to 6 days for the Chairperson.

From time to time, the Chair would represent the relevant Board at both internal and external engagements.

The Chair and Ordinary members will be required to devote as much time to duties of the Governing Board as is necessary for the proper and efficient discharge of their duties.

1. Person Specification

The Minister for Further and Higher Education, Research, Innovation and Science invites applications from suitably qualified candidates for consideration for appointment to the following positions on the Governing Boards of the Institute's three Constituent Schools:

- **Chair** of the Governing Board of the School of Celtic Studies
- **Chair** of the Governing Board of the School of Theoretical Physics
- **Chair** of the Governing Board of the School of Cosmic Physics
- **Up to 8** Ordinary Member positions on the Governing Board of the School of Celtic Studies
- **Up to 8** Ordinary Member positions on the Governing Board of the School of Theoretical Physics
- **Up to 8** Ordinary Members positions on the Governing Board of the School of Cosmic Physics

All Board positions are non-executive roles.

Essential Criteria

All candidates for consideration should demonstrate:

- significant experience and a track record of achievement in the academic and research fields covered by the Institute and its constituent schools.

In relation to the **Chair of the Governing Boards for each of the requisite Schools**, it is essential they indicate their interest in this role and demonstrate:

- Specific experience in overseeing and/or management of an academic research unit
- Experience in the competencies set out below for Ordinary Board membership candidates

In relation to **Ordinary Members** on the Governing School Boards the following is required:

- Extensive experience at a senior executive, senior managerial or senior professional level, which would encompass experience in governance and administrative matters, in a relevant research and innovation environment.
- Knowledge and understanding of the national and international research and research infrastructures/environments.

For the **School of Celtic Studies**, candidates should also have expertise in the main areas of the field of Celtic Studies covered by the School, those areas include Early and Modern Irish linguistics, textual studies and palaeography, medieval Irish society and institutions, Welsh and Indo-European philology.

In **Theoretical Physics**, familiarity and experience with current research at the forefront of both Mathematical and Theoretical Physics is required.

For **Cosmic Physics**, within geophysics experience in seismology and/or potential field theory, and underpinning Earth System Change is sought, whilst in astronomy/astrophysics experience in at least one of the following areas, star formation, jets, solar physics, space weather or radio astronomy is sought.

Desirable Criteria

Chair - In relation to the Chair of the Governing Boards for each of the requisite Schools it is desirable that applicants would have prior experience of Board membership or of Chairing a Board.

Ordinary Members – It is desirable that applicants would have some prior experience of Board membership and also have skills experience in the competencies set out below:

- Communications/community engagement

- Strategy development and implementation in a research environment,

The Minister encourages applications from diverse, qualified candidates to ensure the Board is a true reflection of Irish society and shall have regard to the desirability for gender balance, diversity and inclusion on the Board as the Minister considers appropriate and determines from time to time when making appointments, in line with the updated Code of Practice for the Governance of State Bodies 2016.

In order to qualify for appointment a person must not have any legal impediment or conflicts of interest likely to interfere with their ability to assume the role as Chair of the Council or as Chair/Ordinary member of the Governing Body. 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.

All persons who have obligations under the Ethics in Public Office Acts 1995 and 2001 are obliged to act in accordance with the guidelines and any advice given by the Standards Commission, unless by so doing they would be contravening another provision of the legislation. www.sipo.ie/en

2. Submitting your Application

Having considered carefully how your background and experience fits with the specific appointment criteria set out in the Person Specification section in this, anyone interested in being considered for nomination as Chair of the Council or as Chair/Ordinary member of the Governing Boards of the Constituent Schools should submit a cover letter, curriculum vitae and a completed application form outlining which role they are expressing interest in, no later than 3.00pm on 14th January 2024, via the following link boardvacancies@dfheris.gov.ie.

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 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.

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 these Boards. **Please only include information that is directly relevant to the particular role for which you are applying.**

You must also 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.

The selection process may include a short-listing interview dependent on level of interest.

In making nominations, and in line with best practice as set out in the Guidelines on Appointments to State Boards, it is open to the Minister to consider suitable nominees other than those shortlisted, provided his preferred nominee meets the specified criteria.

The Minister shall have regard to the desirability for gender balance on the Board as the Minister considers appropriate and determines from time to time when making appointments.

If you have any questions regarding the application process, please email boardvacancies@dfheris.gov.ie

Assessment Process

An Assessment Panel (the “Panel”) will be convened by the Department of Further and Higher Education, Research, Innovation and Science, to consider and assess the applications received by boardvacancies@dfheris.gov.ie. 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 and arrive at a shortlist of the most suitably qualified candidates (based on the information provided by the candidate) to be sent forward for consideration by the Minister.

3. 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.

4. Data Protection

The Department of Further and Higher Education, Research, Innovation and Science is committed to protecting your personal data (including your name, address, contact details and details of your education and work history contained in your curriculum vitae and cover letter) and takes the security of your information very seriously, adhering to the principles of transparency, accountability and security of the General Data Protection Regulation.

If your application is assessed and you are considered to be suitable for consideration for appointment your c.v. and cover letter (and any supplementary information requested as part of the application process), will be retained for up to one year following the appointment/s. Unless you request the withdrawal of your application such data may be used in considering your suitability for other similar vacancies/roles that arise for a period of up to one year for these Boards.

Additional information on the General Data Protection Regulation is available at the following [link](#).

Department of Further and Higher Education, Research, Innovation and Science

December 2024

APPLICATION FORM

Part One: Contact details

Full Name:

Address:

Phone:

Email:

Part Two: Available Positions:

Please indicate in the table below the Governing Board (or Boards) you are interested in being considered to serve on. If you are interested in being considered for more than one of the positions advertised, please also indicate your order of preference from 1 – 6 (with 1 being your first preference, 2 your second etc).

| I WISH TO BE CONSIDERED FOR THE POSITIONS INDICATED BELOW (TICK ALL THAT APPLY) | | ORDER OF PREFERENCE |
|--|--|------------------------|
| DIAS Council Chairperson | | |
| School of Celtic Studies – Chairperson | | |
| School of Celtic Studies – Ordinary Member | | |
| School of Theoretical Physics - Chairperson | | |
| School of Theoretical Physics – Ordinary Member | | |
| School of Cosmic Physics – Ordinary Member | | |

Part Three: Retention of Data

Do you consent to your data being retained by the Department of Further and Higher Education, Research, Innovation and Science for a period of up to one year from date of application to be used in considering your suitability for other similar vacancies/roles that may arise within that period? (Please circle)

Yes / No

Signature of applicant: _____

Date: _____