



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

Expressions of interest sought for Governing Body member of An Bord of the National College of Art and Design

Closing Date: 23rd March 2022

1. Positions Available

The Minister of Further and Higher Education, Research, Innovation and Science is seeking expressions of interest from suitably qualified candidates for consideration for nomination as a member of the Governing Board ('An Bord') of the **National College of Art and Design (NCAD)** (Coláiste Náisiúnta Ealaíne is Deartha).

The appointment will come into effect in May 2022 following the end of the term of a current member who is also the Chairperson of An Bord. It is important for applicants to note that expressions of interest submitted will only be considered by the Minister for the ordinary board member position and not that of the Chairperson position. This is in accordance with NCAD procedures and legislation where the Chairperson of An Bord is nominated by An Bord and only following that process is subsequently appointed by the Minister.

Applicants for this ordinary member position should therefore also indicate in their application if they would be willing to be further considered by An Bord for the position of Chairperson.

2. About NCAD

NCAD is one of Ireland's foremost creative and cultural institutions. It is a community dedicated to creating a rich and lively learning environment for all students. For over 270 years NCAD has represented excellence in art and design education.

NCAD is a creative community, and one of Europe's leading higher education institutions for visual disciplines. Its studio-based approach to teaching and research creates the environment for critical enquiry, radical experimentation and creative learning, helping its students and staff to address many of the real challenges confronting society, culture and contemporary business.

NCAD's graduates, whether in Design, Fine Art, Education or Visual Culture, are equipped to approach situations, questions or challenges through a process of creative thinking that they learn while students there.

3. Legislative/Governance Provisions

3.1 Functions of An Bord

An Bord consists of eleven members including a Chairperson. There are six independent non-executive directors, two staff representatives, two student representatives, one non-academic observer and the Director, who is an ex officio member.

The functions of An Bord generally are prescribed under Section 5 of the National College of Art and Design Act, 1971, as outlined at the attached link- see below:

<https://www.irishstatutebook.ie/eli/1971/act/28/enacted/en/print#sec5>

An Bord is assisted in the discharge of its responsibilities by an Audit and Risk Committee comprising three independent non-executive board members.

Key priorities for the work of An Bord during its current term is the development of the NCAD Campus, strategic positioning of NCAD within the international and national context of art and design and organisational development.

3.2 Terms of Appointment

Under the National College of Art and Design Act 1971, appointments to An Bord by the Minister are for a three-year term.

In addition, candidates should note the following:

- The membership of any member of An Bord, including Chairperson, may be terminated by the Minister at any time, on the basis of reasons to be stated by the Minister.
- A member of An Bord, including Chairperson, may resign his or her membership of An Bord 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.
- Members of An Bord, including Chairperson, shall be subject to the provisions of the National College of Art and Design Act 1971, hold office upon such terms and conditions as the Minister may, with the consent of the Minister for Public Expenditure and Reform, from time to time determine.
- The roles and responsibilities of Board members, including Chairpersons are described in the Code of Practice for the Governance of State Bodies 2016 which is available on the website of the Department of Finance ([Code of Practice for the Governance of State Bodies](#)).
- Under the National College of Art and Design Act 1971, a board member shall cease to be a member of An Bord if he or she is nominated either as a candidate for election to either House of the Oireachtas or as a member of Seanad Éireann.

4. Persons Sought

Expressions of interest are sought from suitably qualified candidates for consideration for appointment as a member of An Bord. Candidates must show a demonstrable interest in the work of the NCAD.

Candidates **should** have a career history at a sufficiently senior level in a complex organisation of scale and equivalent business experience of relevance to Governing Body membership in one or more of the following areas:

Higher Education and Research:

A career history at a sufficiently senior level in a higher education institution and have the necessary experience of organisational development, research and the national and international landscape for Higher Education to support the College in the delivery of its ambitious strategy.

Management and Corporate Governance Experience

Significant experience in the area of management and corporate governance at an appropriately senior level, in order to support effective management within the College and ensure the highest standards of governance are maintained.

General Experience

Demonstrate the ability to take a strategic approach to the issues and circumstances facing the College, the ability to work as part of a team, good communication skills and the ability to act as an ambassador for the College and an understanding of good governance practices.

Candidates Interested in future consideration of Chairperson Position:

Candidates who indicate an interest in the Chairperson position should note that they will be required to have significant experience of senior management in a complex organisation of scale and equivalent business experience of relevance, in one or more of the following areas:

- Experience of effectively managing large organisations in a challenging and complex environment
- A proven record of achievement at an appropriately senior level that demonstrates the necessary vision, leadership and management skills, as well as personal resilience
- Prior experience of Board membership and/or of Chairing a Board
- Expertise in higher education systems both nationally and internationally
- Experience of capital / infrastructure development
- Experience of organisational change
- Corporate Governance and Compliance
- Accountancy and Financial Management
- Audit and Risk Management
- Human Resource Management
- Organisational Development and Change Management
- Sustainability
- Public procurement

5. Remuneration

All of the positions advertised are unremunerated. Members of An Bord may claim travel and subsistence expenses in respect of journeys undertaken to attend meetings of an Bord and to transact its business. All expenses are paid in accordance with approved public sector rates or in line with relevant policy for external members of an Bord.

6. Governing Body Member Meeting Requirements

Members are required to devote as much time to duties of an Bord as is necessary for the proper and efficient discharge of their duties. An Bord convenes six to eight meetings per annum, of approximately 2.5 hours in duration. Preparation time required in advance of

meetings is approximately 2 hours. Meetings are typically held at NCAD, 100 Thomas Street, Dublin 8, however attendance can also be virtual.

Board members may also be nominated to serve on sub-committees and working groups of An Bord such as the Audit and Risk Committee.

7. How to Apply

To be considered for nomination as an ordinary member of An Bord of NCAD, please submit by email the attached completed application form, a cover letter and a curriculum vitae, no later than 3pm on 23rd March, 2022 to boardvacancies@dfheris.gov.ie.

As outlined above, please indicate in your application if you would also like to be considered for the role of Chairperson of An Bord.

Applicants will receive an acknowledgement on receipt of their application. Any applicants who do not receive an acknowledgement with regard to their application should contact boardvacancies@dfheris.gov.ie

Please note the following important points:

- Please take care when submitting your expression of interest as the Assessment Panel will make its recommendation(s) to the Minister based on consideration of the documentation which you submit. It is therefore most important that you ensure your cover letter (and supporting CV) clearly specifies how your particular background and experience meets the requirements of the position as specified in this booklet. This will help ensure that the Assessment Panel is as informed as possible as to the basis and suitability of your candidature.
- 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 An Bord of NCAD. You must also confirm that you can make yourself available to attend meetings of An Bord.
- The selection process may include a short-listing process dependent on the numbers of applications received.
- In making nominations, and in line with best practice as set out in the Guidelines on Appointments to State Boards, it should be noted that it is open to the Minister to consider suitable nominees other than those identified through this process, provided their preferred nominee meets the specified criteria.

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

8. 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, may be extracted from computer records for general statistical purposes.

9. Data Protection

The Department of Further and Higher Education, Research, Innovation and Science is committed to protecting your personal data and takes the security of your information very seriously, adhering to the principles of transparency, accountability and security of the General Data Protection Regulation.

The main purpose for which the Department requires the personal data provided by you is to consider your Expression of Interest in the context of the qualifying criteria set out in this Booklet and your suitability for the position advertised.

The personal data provided as part of this recruitment campaign will be exchanged with other persons involved in the appointment process only as required, including with officials in the Department, NCAD, any other relevant person who will assist in the appointment process and the Minister.

If your application is assessed and you are considered to be suitable for consideration for appointment your curriculum vitae and cover letter, (and any supplementary information requested as part of the application process), will be retained for up to one year following the appointments. In the event that you are not successful on this occasion, your data may be retained for a period of up to one year and used in considering your suitability for other similar vacancies/roles that may arise within that period.

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

**Department of Further and Higher Education, Research, Innovation and Science
March 2022**

APPLICATION FORM

Part One: Contact details

Full Name:	
Address:	
Phone:	
Email:	

It should be noted that the Chairperson of An Bord is nominated by An Bord and appointed by the Minister. Please indicate in the table below if you are interested in being considered for the position of Chair.

I WISH TO BE CONSIDERED FOR THE POSITION INDICATED BELOW (TICK ALL THAT APPLY)	Interested in Chair position Yes/No
Ordinary Member of An Bord	

Part Two: Conflict of Interest:

Do you 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 an Bord of NCAD? (Please circle)

Yes / No

Part Three: Meeting attendance:

Do you confirm that you can make yourself available to attend meetings and to carry out the duties of a member of An Bord (Please circle)

Yes / No

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 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: _____