Candidate Information Booklet

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7317 Appointment as Ordinary Member to the Courts Service Board

Dublin

Minister for Justice, Home Affairs and Migration

Closing Date: 15:00 on Thursday 6th August 2026

State Boards Division
publicjobs

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.

publicjobs refers to Public Appointments Service established under the Public Service Management (Recruitment and Appointments) Acts 2004

publicjobs also has responsibility for providing an open, accessible, rigorous and transparent system to support Ministers in making appointments to State Boards. Our dedicated website, www.publicjobs.ie, is the channel through which publicjobs 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.

Contact: State Boards

publicjobs

Email: stateboards@publicjobs.ie

URL: www.publicjobs.ie

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 2016 (the Code) 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.

Appointment as Ordinary Member to the Courts Service Board

Location of Meetings:	Dublin
Number of Vacancies:	1 Ordinary Member
Remuneration:	€11,970 per annum Travel and subsistence is paid at appropriate Civil Service Rates. (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 statutorily provided for e.g. Worker Directors).
Time Requirements:	7-9 board meetings per annum (most meetings are 2 hours duration, save for one day-long meeting). An additional 4-8 hours preparation time is expected per meeting. The successful candidate will be expected to participate on the Finance and Audit and Risk Committees, which meet 4-7 times per annum for approximately 2 hours and require 1-3 hours preparatory work in advance of each meeting.

Candidates' attention is also drawn to the provisions of the Code in relation to Audit and Risk Committee membership which can be found here.

1. Background

The Courts Service is an independent State agency established under the Courts Service Act 1998 (the Act) and is responsible for the management and administration of the courts. The Courts Service is funded through its own Vote, namely Vote 22, as approved annually by Dáil Éireann and accounted for by way of a separate Appropriation Account. The Chief Executive Officer of the Courts Service is the Accounting Officer for Vote 22.

The functions of the Courts Service are to:

- Manage the courts;
- Provide support services for the judiciary;
- Provide information on the court system to the public;
- Provide manage and maintain court buildings and;
- Provide facilities for users of the courts.

The Courts Service Board, established under the Act, is chaired by the Chief Justice. The Board has 18 members including the Presidents of each court jurisdiction, members of the judiciary, representatives of the legal profession, the Chief Executive of the Courts Service

and a staff representative, a person nominated by the Irish Congress of Trade Unions, an officer of the Minister representing the Department of Justice, Home Affairs and Migration and two ministerial nominees.

2. Functions of the Board

Section 13 of the Courts Service Act, 1998 sets out the functions of the Board as follows:

(1) The functions of the Board shall be—

(a) to consider and determine policy in relation to the Courts Service, and

(b) to oversee the implementation of that policy by the Chief Executive.

(2) The Board, in the performance of its functions, shall have regard to—

(a) the resources of the Courts Service for the purposes of such performance and the need to secure the most beneficial, effective and efficient use of such resources, and

(b) any policy or objective of the Government or a Minister of the Government insofar as it may affect or relate to the functions of the Courts Service.

(3) The Minister may inform the Board of any policy or objective of the Government or a Minister of the Government referred to in subsection (2)(b).

The Board of the Courts Service can establish committees and can authorise a committee of the Board or the Chief Executive Officer to perform many of its functions or powers.

The Board has established the following committees, which deal with a range of issues:

- Finance Committee;
- Building Committee;
- Family Law Court Development Committee;
- Audit and Risk Committee;
- Modernisation Committee.

The Committees are comprised of Board members and external committee members

Current composition of the Board:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
The Hon. Ms. Justice	26/10/2025		25/10/2026	Chair	Judge of the Supreme Court

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Aileen Donnelly					delegated as Chair
His Honour Judge Keenan Johnson	01/07/2024		08/11/2026	Board Member	Elected by the ordinary judges of the Circuit Court
His Honour Judge Paul Kelly	16/03/2021			Board Member	Ex officio
Judge Alan Mitchell	21/09/2022	09/11/2023	08/11/2026	Board Member	Elected by the ordinary judges of the District Court
Mr. Derek Bunyan	09/11/2023		08/11/2026	Ordinary Member	Elected by the staff of the Courts Service
Mr. Owen Reidy	09/11/2023		08/11/2026	Board Member	Nomination by Irish Congress of Trade Unions
Mr. Sean Guerin SC	01/09/2022		08/11/2026	Board Member	Nominee of the Bar Council
Mr. Stuart Gilhooly	09/11/2023		08/11/2026	Board Member	Nominee of the President of the Law Society of Ireland
Ms Angela Denning	19/09/2019			Board Member	Ex officio Chief Executive Officer
Ms. Rachel Woods	01/02/2023	09/11/2023	08/11/2026	Board Member	Nominee of the Minister
Ms. Sarah Benson	09/11/2023		08/11/2026	Board Member	Nominee of the Minister
The Hon. Mr. Justice David Barniville	15/07/2022			Board Member	Ex officio
The Hon. Mr. Justice Seamus Woulfe	01/05/2024			Board Member	Elected by the ordinary judges of the Supreme Court
The Hon. Mr. Justice Tony O'Connor	13/11/2019	09/11/2023	08/11/2026	Board Member	Elected by the ordinary judges of the High Court

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
The Hon. Ms. Justice Caroline Costello	03/10/2024			Board Member	Ex officio
The Hon. Ms. Justice Tara Burns	09/11/2023		08/11/2026	Board Member	Elected by the ordinary judges of the Court of Appeal
The Hon. Ms. Patricia Ryan	12/07/2019			Board Member	Ex officio
Vacancy				Board Member	Nominee of the Minister

3. Person Specification

The Minister for Justice, Home Affairs and Migration invites applications from suitably qualified candidates to fill the position of Ordinary Member to the Courts Service Board.

Candidates' attention is drawn to the provisions of the Code of Practice for the Governance of State Bodies in relation to the role of a board member, where the principle states: -

- Each state body should be headed by an effective board which is collectively responsible for the long-term sustainability of the body.
- Non-executive board members should bring an independent judgement to bear on issues of strategy, performance resources, key appointments and standard of conduct.

Details on the role of board members can be found in Section 3 of the Code of Practice for the Governance of State Bodies which can be found here.

Essential

Section 11(1)(q) of the Courts Service Act 1998 provides that the Minister shall nominate to the Board a person with relevant knowledge and experience in commerce, finance, or administration.

Candidates wishing to apply must demonstrate in their application evidence of experience at the appropriately senior level in two or more of the following areas:

- Financial, commercial or administrative environment.

- Relevant experience in Risk Management, Audit and/or Financial Management.
- Sectoral Knowledge/Experience including an understanding of the operational, commercial, financial or administrative challenges faced by organisations and experience applying this knowledge in a professional capacity.
- A proven ability to contribute strategic insight, sound judgement and effective oversight.

Desirable

It is also desirable that candidates demonstrate evidence of experience in the following:

- Previous experience as a board or committee member (particularly on Finance or Audit and Risk committees).
- Previous senior management team membership in medium to large private or public service organisation.
- A relevant qualification or membership of a professional body (e.g. finance, audit, governance, law, or risk management).

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 his/her ability to assume the role of Ordinary Member of the Board. 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.

4. Term of Appointment

Appointments to the Board will be for an initial period until 08th November 2026 and may be extended for one further term of 3 years, subject to:

- The Minister may, after consultation with the nominating person or body concerned, remove for stated reasons a person who is a member of the Board referred to in paragraph (k), (l) or (p) of section 11 (1) of the Act.

- A member of the Board may resign his or her membership of the Board by notice in writing sent or given to the chairperson of the Board, and the resignation shall take effect on the day on which the chairperson receives the notice.

- Members of the Board shall, subject to the provisions of Section 16 of the Courts Service Act, 1998 hold office upon such terms and conditions as the Minister may, with

the consent of the Minister for Public Expenditure, Infrastructure, Public Service Reform and Digitalisation, from time to time determine.

- The roles and responsibilities of Board Members are described in the Code of Practice for the Governance of State Bodies 2016 which is available here Code of Practice for the Governance of State Bodies.

- 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 or elected to the European Parliament, or becomes a member of a local authority.

5. Submitting your Application

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 the Person Specification section in this booklet.

Your submission should be made via the following link www.publicjobs.ie together with your **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:

i. Ensure your Cover Letter (and supporting CV) clearly specifies how your particular background and experience meets the requirements of the Authority position(s) specified in this booklet, and

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

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

6. Assessment Process

An Assessment Panel (the "Panel") will be convened by publicjobs to consider and assess the applications received by publicjobs. The Panel will:

1. review and discuss the expressions of interest received against the specific appointment criteria for the role, as advertised in this Information Booklet;
2. assess potential candidates 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; and/or
    - Any other selection or verification method deemed appropriate (this may include PAS requiring statutory declarations from shortlisted applicants as to the bona fides of the qualifications and experience contained in their applications).

- 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.

Please note that publicjobs will not be responsible for any expenses incurred by candidates as part of our selection process.

7. 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.

8. Protected Disclosures

The publicjobs Protected Disclosures Policy (including Reporting Options for all those covered by the Policy) is available here

9. Data Protection

The Data Protection Act 2018 provides that the processing of personal data shall be lawful where such processing is necessary for the performance of a statutory function of a controller. PAS is mandated by statute under the Public Service Management (Recruitment and Appointments) Act, 2004 to act as the centralised assessment and selection body for the civil service and to carry out all the procedures necessary to undertake the recruitment, assessment and selection of suitable candidates for appointment. By submitting 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) via publicjobs.ie, you acknowledge that such data may be used by publicjobs and disclosed to and used by client departments, in connection with its statutory roles to assist and advise relevant Ministers in relation to appointments to the boards of State bodies. The information contained in your publicjobs

profile is yours to manage, amend, update or delete as appropriate. For more detailed information on our Data Protection Policy, please see our Code of Practice for the Protection of Personal Data in publicjobs.

If your application is assessed and you are considered to be suitable for appointment your c.v. and cover letter (and any additional supplementary information requested as part of the application process), will be forwarded to the State Board Liaison Officer in the relevant Department. Once it obtains your personal data, the Department will act as data controller of such data and will retain it 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 this Board.

APPENDIX 1

Submitting your application:

At publicjobs, we are transitioning to a new recruitment platform with the aim of enhancing our services and the candidate experience. The new service will give you greater visibility and control of your application.

1. Go to www.publicjobs.ie.
2. On the bar at the top of the page navigate to State Boards and click on 'Available Appointments' on the dropdown menu.
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' button in the top right or at the bottom of the page.
5. Clicking 'Apply' will bring you to the registration page of our new recruitment platform.

   (a) If you are accessing our new recruitment platform for the first time you must register to create a new profile. Follow the instructions under 'Register' and click 'Submit Registration' to register your profile on the new platform. You will have to complete an email verification step to complete your registration. Follow the link sent to the email address associated with your new account to verify your email. You can now login to your new account as detailed below.

   (b) If you already have an account on the new platform, please select the 'Login' button in the top right-hand corner or the 'Login' link at the bottom of the registration page.
6. Clicking 'Login' will redirect you to the login page. Follow the instructions to login to your account. Your username will be the email address associated with your account, and your username and password are case sensitive.
7. Once you login a form will appear on your screen. Follow the instructions on each page and answer all required questions (marked with an asterisk '*'). If you have submitted an application through the new platform before, some text boxes will be populated with the information you entered on your most recent application.
8. If there is a supplementary question, ensure that your response complies with the word limit and that it does not contain any special characters (i.e. %, & etc.) or you may receive an error message and will be unable to submit your application.
9. You will be required to upload your CV and Cover Letter under the section titled 'Additional Documents'. These are required documents, and your application cannot

be processed without them. Once you have selected these and uploaded them, please click on the 'Save and Continue' button at the bottom of the page.

10. Once you have completed your application please press 'Submit' on the final page. The system will highlight any areas which require updating if there are any errors.

11. You will receive an e-mail confirmation (to the address listed in your publicjobs.ie profile) to confirm that your application has been submitted.

Please visit the Help Centre if you have questions or encounter technical difficulties navigating the site or making your application.

publicjobs will primarily send communication through your publicjobs candidate portal and email. Please check your candidate portal on a regular basis as email notifications of updates on the campaign issued to your candidate portal may sometimes be filtered into your Junk/Spam email folders (or 'Promotions' in the case of Gmail).

The onus is on each applicant to ensure that they are in receipt of all communication from publicjobs. publicjobs accepts no responsibility for communication not accessed or received by an applicant. It is strongly recommended that you do not change your email address or mobile phone number during the course of this campaign, as any email/text message notification will be sent to the email address/telephone number originally supplied by you.

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You can also keep up to date on **publicjobs.ie** and follow us on our social platforms: