Candidate Information Booklet

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Appointments to the Appeals Panel under the Gambling Regulation Act 2024 for certain decisions of the Gambling Regulatory Authority of Ireland

Location: Dublin

Client: Department of Justice Home Affairs and Migration

Closing Date: 15:00 Thursday 2nd July 2026

Appointments to the Appeals Panel under the Gambling Regulation Act 2024 for certain decisions of the Gambling Regulatory Authority of Ireland

Department of Justice, Home Affairs and Migration

Vacancy ID: 6024

Contact email: gamblingappealspanel@publicjobs.ie

Recruitment and Selection

URL: www.publicjobs.ie

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Appointments to the Appeals Panel for certain decisions of the Gambling Regulatory Authority of Ireland

Location of Meetings:	Dublin
Number of Vacancies:	5 ordinary members, one to be subsequently selected as chairperson by the Minister for Justice, Home Affairs and Migration.
Remuneration:	€416 payable to Ordinary Members and €500 payable to the Chairperson, per sitting day as a singular appeals officer or as part of a three person Appeals Board, estimated at a maximum of 20 sittings per annum. The number of sitting days will be dependent on the number of appeals received and there is no guarantee of a minimum number of sitting days. It should be noted that in line with the 'One Person One Salary' principle, no public servant would be entitled to receive remuneration in the form of board fees, save for situations that are statutorily provided for e.g. Worker Directors. Travel and Subsistence is payable at the appropriate Civil Service rate.
Time Requirements:	It is estimated that there will be up to 20 Appeal Board sitting days per annum which includes some oral hearings with briefing provided in advance of meetings.

1. Background

Pursuant to section 224 of the Gambling Regulation Act 2024 (the 2024 Act), the Minister for Justice, Home Affairs and Migration (the Minister) is to establish an Appeals Panel to consider appeals of certain decisions of the Gambling Regulatory Authority of Ireland through individual appeals officers or through Appeals Boards comprising three members of the Appeals Panel.

Under the 2024 Act the Minister is required to appoint at least five persons to be members of the Panel and to appoint one of these five persons to be the chairperson of the Appeals Panel. The chairperson must be a practising barrister or solicitor. The Appeals Panel shall be independent in the performance of its functions.

The Gambling Regulatory Authority of Ireland (GRAI) was established on 5th March 2025 pursuant to section 13 of the Gambling Regulation Act 2024 (the 2024 Act) and consists of six authority members and a chairperson appointed by the Minister for Justice, Home Affairs and Migration. The Gambling Regulatory Authority of Ireland is responsible for the licensing and regulation of gambling in the State, including Betting (on site and online), Gaming (on site and

online) and Lotteries (except the National Lottery), including for charities and sporting organisations.

Further Information can be found at www.grai.ie.

2. Functions of the Appeals Panel / Board

The Appeals Panel will deal with appeals either through an appeals officer or as part of an Appeals Board pursuant to section 225 of the 2024 Act as follows:

"Upon receipt by the Appeals Panel of an appeal, the chairperson of the Panel shall appoint either—

(4) (a) one member of the Panel as an "appeals officer" to determine the appeal, or
(b) where he or she considers it necessary and appropriate given the nature of the appeal, three members of the Panel as an "Appeals Board" to determine the appeal.

(5) Where an Appeals Board is appointed under subsection (4)(b), the chairperson of an Appeals Board shall be appointed by the chairperson of the Appeals Panel from among the members of the Board and the chairperson of that Board shall regulate the procedure of that Board."

The types of decisions of the Authority capable of being considered by the Appeals Panel will concern:

- appeals against the amount of a charge imposed on a licensee;
- appeals against a refusal to add a premises or to vary a licence;
- appeals against decisions relating to the grant and renewal of licences for charitable or philanthropic purposes;
- certain appeals in relation to notices of non-compliance.

Pursuant to section 223 of the 2024 Act, "an appellant may bring an appeal to the Appeals Panel:

(a) against a determination of the Authority under section 41 or a decision of the Authority under section 114 (5), 116 , 117 , 120 , 121 , 122 or 128 , or

(b) against the finding of the Authority, stated in a notice of non-compliance under section 193 , that a relevant obligation is being or has been contravened, or, where applicable, against the issue of an advice, caution, warning or reprimand under subsection (2)(b)(i) of that section, or both."

To note, section 222 of the Act provides for the potential of an appeal to the Circuit Court, but the matters capable of being appealed to the Circuit Court are not the same matters which can be brought to the Appeals Panel.

While the volume and nature of appeals to come before the Authority's Appeals Panel cannot be precisely forecast and will be dependent on the number of appeals received, it is estimated that there will be up to 20 sitting days per annum either as the Appeals Panel, appeals officer or Appeals Board. An appeals officer or an Appeal Board may make a determination on multiple appeals in one sitting day. In addition, members are required to review, in advance, any documentation supplied by the Secretary to the Appeal Board in preparation for meetings. The number of sitting days will be dependent on the number of appeals received and there is no guarantee of a minimum number of sitting days.

As well as hearing appeals the Appeal Board's work may also include corporate governance, training, Freedom of Information requests, data protection and taking professional advices.

The procedures for the hearing and determination of the appeals will be prescribed by the Minister under provisions set out in section 226 of the Act. The members of the first Appeals Panel will be consulted before the procedures are prescribed.

3. Person Specification

Member of the Appeals Panel
The Minister for Justice, Home Affairs and Migration invites expressions of interest, from suitably qualified candidates to fill five vacancies on the Appeals Panel under the Gambling Regulation Act 2024 in respect of certain functions of the Gambling Regulatory Authority of Ireland.

Essential

Sections 224 (3) and (4) of the 2024 Act provides that "the Minister shall have regard to the desirability that the members of the Appeals Panel possess knowledge of, and experience, qualifications, training or expertise in the areas listed below.
Candidates wishing to apply must demonstrate in their application evidence of experience at an appropriately senior level in one or more of the following areas:

- legal or compliance functions in a regulated profession or industry,
- gambling activities,
- consumer affairs,
- the pathology and treatment of addiction, with particular reference to gambling addiction,
- information and communications technology, or
- financial services, including audit and financial forensic services."

Desirable

Other areas of experience which would also be desirable for the position are:

- Experience of board membership
- Experience of quasi-judicial decision-making
- Corporate governance and compliance

Chairperson

Section 224(2) of the Act provides that the Minister shall appoint one member of the Appeals Panel, who is a practising barrister or practising solicitor, to be the Chairperson of the Appeals Panel.

Section 225 of the Act, *Application to Appeals Panel and determination of appeal by appeals officer or Appeals Board*, provides for specific responsibilities for the chairperson in respect of the receipt of appeals and the appointment of an Appeals Board.

In addition to the above specification applying to a member of the Appeals Panel, candidates for chairperson must demonstrate in their application, evidence of experience at an appropriately senior level in the following:

- In accordance with Section 224(2) of the Act, the chairperson must be a practising barrister or practising solicitor;
- Candidates must demonstrate previous experience as a chairperson or member of a board.

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 a member of the Appeal Panel. 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.

Please note:

Qualifications/eligibility may not be confirmed until the final stage of the process, therefore, those candidates who do not possess the essential requirements, on or by the dates as specified, and proceed with their application are putting themselves to unnecessary effort/expense and will not be offered a position from this competition.

The onus is on the candidate to ensure they fulfil the eligibility requirements as set out. Details regarding ineligibility to be appointed as an Appeals Officer and disqualification from acting as an Appeals Officer can be found here and here.

4. Term of Appointment

Section 224 of the Gambling Regulation Act 2024 outlines the provisions which relate to the appointment of Panel Members to the Appeals Panel, as follows:

- Members of the Appeal Panel shall be appointed by the Minister for Justice, Home Affairs and Migration.

- The Minister shall appoint at least 5 persons to be members of the Appeals Panel having at least 2 men and 2 women on the Panel.

- The Minister shall appoint a chairperson from one of the 5 persons appointed. The chairperson is required to be a practising barrister or practising solicitor.

- A member of the Appeals Panel shall hold office for such period, not exceeding 4 years from the date of their appointment, as the Minister determines.

- A member of the Appeals Panel whose term of membership of the Appeals Panel expires shall be eligible for re-appointment by the Minister as a member of the Panel but shall not hold office for periods the aggregate of which exceeds 8 years. There is no guarantee of re-appointment.

- A member of the Appeals Panel may resign from office by notice in writing addressed to the Minister and the resignation takes effect on the date the Minister receives the notice, or, if a date is specified in the notice and the Minister agrees to the date, on that date.

- Where a member of the Appeals Panel dies, resigns, is removed from office or otherwise ceases to hold office in accordance with Part 3, the Minister may appoint a person for the remainder of the unexpired term, to be a member of the Appeals Panel to fill the casual vacancy so occasioned.

- The Minister shall furnish such support of an administrative nature to the Appeals Panel as the Minister in his or her opinion determines is necessary to enable the Panel, an appeals officer or an Appeals Board to perform their functions.

5. Fees

Pursuant to s 224(7) of the 2024 Act a member of the Appeals Panel shall be paid such remuneration, fees or allowances for expenses (if any) as the Minister, with the consent of the

Minister for Public Expenditure, Infrastructure, Public Service Reform and Digitalisation, determines.

The following fee levels are applicable to appeals falling to be determined by the Appeals Panel:

i. The Chairperson of the Appeals Panel receives €500 per sitting day, including in their capacity as an appeals officer or as a member or chairperson of an Appeals Board.
ii. Members of the Appeals Panel receive €416 per sitting day in their capacity as an appeals officer or a member of an Appeals Board, including where a member of the Appeals Panel is selected to be the chairperson of a three-person Appeals Board, pursuant to section 225(5) of the 2024 Act.
iii. Fees are based on up to 20 sitting days for the first 12 months from establishment of the Appeals Panel to members of the Appeals Panel either while hearing a singular appeal or as a member of a three-person Appeal Board.

6. Submitting your Application

Having considered the general suitability criteria for this role, 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:

1. *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*
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 panel. **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 gamblingappealspanel@publicjobs.ie.

7. Assessment Process

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

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, are extracted from computer records for general statistical purposes.

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 the Public Appointments Service 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 the Public Appointments Service.

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 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 panel.

10. Review Process

The review procedures are set out in the Guidelines for appointments to positions not under the remit of the Public Service Management (Recruitment and Appointments) Act 2004, which are available to download as an additional document on the publicjobs vacancy advertisement page for this competition. The review form found in Appendix 1 of the Guidelines document must be used when requesting a review. Should you wish to request a copy of these Guidelines post advertisement, please email gamblingappealspanel@publicjobs.ie and request the same.

11. Requests for Feedback

Feedback in relation to the selection process is available on request. There are no specific timeframes set for the provision of feedback.

Please note that the Review Process as set out in the Guidelines for appointments to positions not under the remit of the Public Service Management (Recruitment and Appointments) Act 2004 is a separate process with specified timeframes that must be observed. Receipt of feedback is not required to invoke a review. It is not necessary for a candidate to compile a detailed case prior to invoking the review mechanism.

APPENDIX 1

Submitting your application:

In order to submit your application, you should take the following steps:

1. Go to www.publicjobs.ie.
2. On the bar at the top of the page, State Boards, 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.
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. Click on “continue”.
10. 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.
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.

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