

Ordinary Member Appointments to the following Royal Institute of the Architects of Ireland (RIAI) boards:

- 1. RIAI Admissions Board**
- 2. RIAI Professional Conduct Board**
- 3. RIAI Appeals Board**

Closing Date: 15:00 on 21st May 2025

Background

Under the Building Control Act 2007, the Minister for Housing, Local Government and Heritage is required to nominate Chairpersons and ordinary members to certain boards of the registration body, the Royal Institute of the Architects of Ireland.

Expressions of interest are requested in order that a panel can be established to fill upcoming vacancies.

In order to be an effective contributor on a board with statutory functions it is recommended that members should:

- bring independent and objective scrutiny to the oversight of the board;
- be prepared to be challenging when necessary while being supportive to the objectives of the board;
- be equipped to offer considered advice on the basis of sound judgement and experience;
- display high standards of integrity and probity;
- be prepared to make a time commitment to their work commensurate with their role.

Appointment to the RIAI Admissions Board

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| Location: | Dublin |
| Number of Vacancies: | 3 ordinary members |
| Remuneration by RIAI: | Ordinary Members: Expenses for attendance at meetings |
| Time Requirements: | 11 meetings per year (30 to 45 mins each) and 2 hour induction |

Appointment to the RIAI Professional Conduct Committee

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| Location: | Dublin |
| Number of Vacancies: | 7 ordinary members |
| Remuneration by RIAI: | Ordinary Members: Expenses for attendance at meetings |
| Time Requirements: | 6 meetings per year (2-3 hours), 2 hearings per year (1 to 2 days) and 1 half day induction |

Appointment to the RIAI Appeals Board

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| Location: | Dublin |
| Number of Vacancies: | 4 ordinary members |
| Remuneration by RIAI: | Ordinary Members: Expenses for attendance at meetings |
| Time Requirements: | 6 meetings per year (2-3 hours), 1 hearing per year (1 day) and 1 half day induction |

1. Background

The Building Control Act 2007 (the Act) restricts the use of the protected title of “Architect” to those registered. The Royal Institute of the Architects of Ireland (RIAI) is the registration body for the purposes of Part 2 of the Act for the registration and regulation of Architects. The objective of the statutory registration body is to secure a regulatory environment which will promote quality and safety in building design and construction, by the most cost effective means.

Part 3 of the Act specifies the statutory protection of the title of “Architect” by limiting the lawful use of this title to suitably qualified persons whose names are entered on a statutory register. The protection of the titles and the registration of those qualified to practice under these titles ensures the continued high quality of professional service.

The Act also specifies the criteria for eligibility for admission to the relevant register. The Act provides for payment of registration fees and appointment of a Registrar and for the determination of fines or penalties for misuse of the title of “Architect”.

The Act provides for statutory Admissions Boards and Professional Conduct Committees. The Act further provides for Appeal Boards to determine appeals against decisions of any of the aforementioned Boards, with an ultimate right of appeal against decisions of the Appeal Boards to the High Court.

2. Functions of the Board

2.1 RIAI Admissions Board

The role of the Admissions Board is to consider applications for registration from persons who fall within any of paragraphs (a) to (g) and (i) of section 14(2) of the Building Control Act and recommend applicants for registration to the statutory registers of Architects. Applications to the register arise from within Ireland, within the EU and Third Country. Membership of the Admissions Board is comprised of a Chair and 7 members.

2.2 RIAI Professional Conduct Committee

The role of the Professional Conduct Committee is to examine complaints made against Architects in regard to alleged professional misconduct and poor professional performance. The Professional Conduct Committee is comprised of a Chair and 11 members.

2.3 RIAI Appeals Board

The role of the Appeals Board is to consider appeals from the Admissions Board and Professional Conduct Committee. The Appeals Board is comprised of a Chair and 5 members.

3. Person Specification

The Minister for Housing, Local Government and heritage invites expressions of interest from suitably qualified candidates for appointments to the registration body’s RIAI Statutory Boards.

The person specification for appointment should comply with the principles as set out in the rule book for RIAI statutory board members with regard to conduct of Boards established under the Act.

Ordinary Board Members

The Ordinary Board Members nominated by the Minister, are required to be persons who are not Architects.

Desirable Role Requirements

Candidates should demonstrate in their application evidence of knowledge and experience in one or more of the following areas:

- (a) the provision of works;
- (b) building control regulations;
- (c) building regulations;
- (d) construction skills, education and training;
- (e) the needs of consumers of construction services;
- (f) construction specifications and standards;
- (g) the maintenance of standards in professions regulated by a statutory body;
- (h) dealing with complaints against members of professions regulated by a statutory body.

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 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 Board. Please give careful consideration to the possibility of any potential conflict of interest that may exist and address this in your cover letter.

Members of boards or committees with statutory functions should act on a fully informed basis, in good faith, with due diligence and care, and in the best interest of the registration body.

4. Term of Appointment

Appointments to the Board will be for an initial period of 3 years, unless he or she sooner dies, resigns, there is an option to extend the term of engagement for a second term, subject to:

- The membership of any member of a board or committee may be terminated by the Minister at any time.
- A member of a board or committee may resign from office by giving notice to the registration body in writing signed by him or her and the resignation shall take effect at the next meeting of the registration body.
- The registration body may make rules specifying grounds (such as repeated absence from meetings or unacceptable professional conduct) on which a member of a board or committee may be removed from office.

- The roles and responsibilities of Board Members are described in the Code of Practice for RIAI statutory board members.
- A board member shall cease to be a member of the board if they are 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.
- No person appointed shall hold office under that section for more than 2 consecutive terms of office.

5. Submitting your application

Having considered the general suitability criteria for membership of a 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 emailed to the following address: Climateaction@housing.gov.ie together with your **Curriculum Vitae** and a **cover letter**.

IMPORTANT NOTE

Please take care when submitting your expression of interest. 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 position(s) specified in this booklet, and*

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 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 Climateaction@housing.gov.ie

6. Assessment Process

An Assessment Panel (the “Panel”) will be convened by the Department of Housing, Local Government and Heritage (DHLGH) to consider and assess the applications received. 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 DHLGH 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 DHLGH 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. 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. 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), you acknowledge that such data may be used by the Department of Housing, Local Government and Heritage, in connection with its statutory roles to assist and advise relevant Ministers in relation to appointments to boards with statutory standing. The information provided is yours to manage, amend, update or delete as appropriate.

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), 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 five years for these Boards.