

HEA

An tÚdarás um Ard-Oideachas
The Higher Education Authority

**Appointment of an
External Non-Board
Member to the Audit,
Risk and Finance
Committee and the
System Funding and
Oversight Committee of
the Board of the Higher
Education Authority**



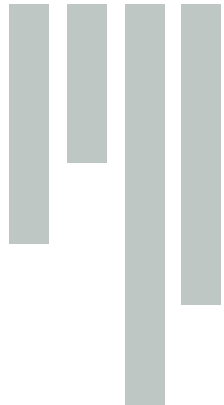
Appointment of an External Non-Board Member to the Audit, Risk and Finance Committee and the System Funding and Oversight Committee of the Board of the Higher Education Authority

Closing Date: 3.00pm on 30 September 2025

Higher Education Authority
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Appointment of an External Non-Board Member to the Audit, Risk and Finance Committee and the System Funding and Oversight Committee of the Board of the Higher Education Authority

The Higher Education Authority is seeking to appoint an external non-Board member to its Audit, Risk and Finance Committee. The HEA is inviting expressions of interest from suitably qualified candidates to fill this appointment. The candidate will be required to bring independent judgement and insight to enhance the overall effectiveness of the committee. The HEA wishes the successful candidate to also serve as an external member on another of the HEA's standing Committees, the System Funding and Oversight Committee.

Board Meeting Location: Meetings will generally be held on Monday or Tuesday afternoons either online or in the HEA Offices in Ballsbridge.

Number of Vacancies: 1

Remuneration: This position will offer a fee of €550 per meeting, to include all pre- and post-meeting committee work to be completed, subject to the One Person One Salary principle. Travel expenses will be refunded as per the HEA's Travel and Subsistence Policy. Candidates will be responsible for managing their own tax affairs.

Time Requirements: 4/5 meetings per annum per Committee.

1. Background

The HEA has statutory responsibility for the effective governance and regulation of higher education institutions and the higher education system. The mission of the HEA is to advance the interests of students and society by funding institutions of higher education, working with them to develop the sector, exercising regulatory oversight, and providing advice to Government. In delivering this mission, the HEA:

- Funds higher education institutions transparently and equitably, encouraging excellence, value for money, and delivering maximum impact.

- Works with the sector to develop the higher education system in accordance with national and international societal and economic objectives, and best practice, and to advise institutions in relation to best practice in governance and system performance.
- Provides advice to the Minister and the Department of Further and Higher Education, Research, Innovation and Science (DFHERIS), on strategies to enhance performance, facilitate access, and enable Ireland to lead internationally in higher education, teaching and learning, and research.

In exercising its powers of regulation and oversight, the HEA ensures that their use is proportionate, consistent, informed by risk and effective.

Functions and Legislation

The HEA was established in 1972 and the Higher Education Authority Act 2022 sets out its objects and functions.

2. Functions of the Committees

The **Audit, Risk and Finance Committee** (ARFC) is appointed by the Board to support them in ensuring that there are effective internal controls, compliance, governance, financial and risk management arrangements in place in the HEA. The ARFC shall provide independent assurance that:

- Systems of internal control and risk management are effective.
- Monitoring of HEA governance arrangements are appropriate to ensure compliance with laws, circulars, regulations, policies, Code of Practice for the Governance of State Bodies and meets the expectations of key stakeholders.
- Internal and external audit processes are effective.
- Annual financial statements provide a true and fair assessment of the HEA's financial position.
- Financial reporting and budgeting processes are effective.

The **System Funding and Oversight Committee** (SFOC) is appointed by the Board to advise and make recommendations to the Board in relation to the allocation and monitoring of funding and the



governance and financial oversight of the higher education institutions.

Key responsibilities of the Committee are as follows:

- Consider funding frameworks and funding conditions.
- Recommend approval of funding allocations
- Consider reports on the financial health of the higher education institutions
- Consider governance reports on the higher education institutions.
- Consider HEA's submissions for funding for the sector.

The ARFC and SFOC shall report and make recommendations to the Board.

3. Composition of the Committee

The current membership of the ARFC is four members of the Board including the Chair of the Committee. The current membership of the SFOC is five members of the Board including the Chair of the Committee.

4. Person Specification

Applications are now invited from suitably qualified candidates, with a demonstrable interest in the work of the HEA, to become an external non-Board member to the Committees of the HEA.

The candidate's attention is drawn to the provisions of the Code of Practice for the Governance of State Bodies in relation to Audit and Risk Committee membership which can be found [here](#).

Essential Criteria

The successful candidate should be a qualified financial professional with recent and relevant experience working in an accounting, auditing or risk environments. Knowledge or experience of audit and public sector accounting is required.

Personal Qualities:

- Strong interpersonal skills.

- Sound judgement.
- Ability to challenge and probe in a constructive and respectful manner.
- The time and personal commitment to perform effectively.
- High levels of integrity, ethical standards and professionalism.

Desirable Criteria

- A thorough understanding of the Code of Practice for the Governance of State Bodies, in particular where it refers to the role of audit committees and the internal audit function.
- Previous experience as a member of an Audit Committee and/or a non-executive member of a Board.

Other desirable areas of experience include: higher education, risk management; internal audit; governance; cybersecurity; an understanding of the public sector environment, in particular the accountability structures; and current public sector reform initiatives.

Conflicts of Interest:

You must 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 Committee.

You must also confirm that you can make yourself available to attend meetings and to carry out the duties of a Committee member.

5. Terms of Appointment

Duration of membership: The successful candidate will be appointed for a period of **two years**, with an option to extend for two additional years.

6. Submitting your expression of interest

Candidates are invited to submit their expression of interest in confidence to recruit@hea.ie. The submission should comprise a personal statement of interest outlining the candidate's suitability and motivation (3 pages max.) together with a detailed Curriculum Vitae.



7. Assessment Process

An Assessment Panel (the “Panel”) will be convened by the HEA to consider and assess the expressions of interest received by the HEA. The Panel will:

- Review and discuss the expressions of interest received against the specific appointment criteria for the role;
- Assess potential appointees 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;
 - Any other selection method deemed appropriate.

If you have any questions regarding the application process, please email recruit@hea.ie.

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 Acts 2018

Please see Appendix 1.



APPENDIX 1

HEA Data Collection Notice Template

What is personal data and what is a personal data processing operation?

Personal data shall mean any information relating to an identified or identifiable natural person ('data subject'). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Personal data processing operations can be any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Short description of the processing activity

Collection of information as part of the assessment process for an external member of the Audit, Risk and Finance Committee.

Who is the Data Controller?

The HEA.

What personal data is collected?

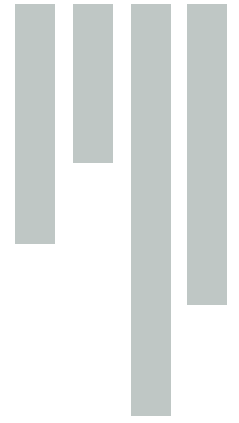
Name, contact details, details of skills & experience, conflicts of interest details.

Who has access to the personal data of data subjects and to whom can they be disclosed?

Panel for assessment of the candidates.

Where did we get your personal data?

Submitted by the applicant.



What is the purpose and legal basis for processing your personal data?

Purpose is recruitment, legal basis is Article 6(1)(f)- legitimate interests.

How long will we retain your data?

Data will be retained for 12 months after which it will be destroyed.

What are your rights regarding your data?

You have the right to access your personal data and to request your personal data to be rectified, if the data is inaccurate or incomplete; where applicable, you have the right to request restriction or to object to processing, to request a copy or erasure of your personal data held by the data controller. If processing is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of the processing based on your consent before its withdrawal. Your request to exercise one of the above rights will be dealt with without undue delay and in any case within one month.

We will never use automated decision making on your personal data.

Contact details for enquiries regarding your personal data

Please contact dataprotection@hea.ie for any queries.

You have the right to lodge a complaint with the Data Protection Commission (dataprotection.ie)