



HISTORIC MONUMENTS COUNCIL

ROLE AND PERSON SPECIFICATION

1. Title of Post

Member of the Historic Monuments Council

2. Terms and Conditions of Appointment for Members

The appointment of new members to the Council will follow the Commissioner for Public Appointments for Northern Ireland's Code of Practice. Appointments will be for five years, effective from 1 February 2012, with the possibility of an extension for a second five year term, subject to satisfactory service.

These appointments do not attract a salary. However, an allowance for travelling and subsistence expenses, in line with standard Civil Service rates, is payable, together with payment of incidental expenses, if any. Expenses incurred in relation to the care of dependants will also be reimbursed where appropriate.

If, after appointment, the Member is unable to make a satisfactory contribution to the work of the Council, he/she may be invited to withdraw from the Council.

Should the Council be abolished, amalgamated or have its functions transferred during the appointment period, then the appointments would, of course, also cease with effect from the date of that abolition, amalgamation or transfer.

3. Members' Responsibilities

Members are asked to attend and contribute to six formal meetings a year, each meeting usually lasting half a day but occasionally up to a day. In addition to attending an induction event during the early period, council members may be asked to represent the council at other events.

Meetings are normally held in Hillsborough (or Belfast), but there may also be special meetings or visits to monuments and archaeological sites. Members

with special interests may be invited to serve on a sub-committee, such as the Joint Committee on Industrial Heritage (JCIH), which meets about four times a year. The JCIH is 'joint' with the Historic Buildings Council.

The time commitment for each Member is equivalent to approximately 1-2 full days per month.

4. Conduct and Handling Conflicts of Interest

All candidates are strongly advised to read the following leaflets provided in this application pack –

- “Probity & Conflicts of Interest – Guidance for Candidates” which sets out the Seven Principles of Conduct Underpinning Public Life (the Nolan principals); and
- the leaflet entitled “CPANI: Commissioner for Public Appointments Northern Ireland” which provides guidance on complaints and conflicts of interest.

In exercising their duties the Chairperson and Members of the Council must demonstrate impartiality, integrity and objectivity. The Chairperson and Members must at all times operate within the limits of the Council’s statutory authority. Individuals should be aware of their wider responsibilities as Members of the Council. Like others who serve the public, they must follow the Seven Principles of Conduct Underpinning Public Life as set out by the committee on Standards in Public Life.

Council Members must:

- undertake on appointment to comply at all times with the Seven Principles of Conduct Underpinning Public Life that is adopted by the Council and with the rules relating to the use of public funds;
- act in good faith and in the best interests of the Council;
- not use information gained in the course of their public service for personal gain or for political purposes, nor seek to use the opportunity of public service to promote their private interests or those of connected persons, firms, businesses or other organisations; and
- ensure that they comply with the Council’s rules on the acceptance of gifts and hospitality.

If a member is deemed to have breached the Seven Principles of Conduct Underpinning Public Life the Department may terminate the appointment.

Members should declare from the outset any personal or business interests which may conflict with their responsibilities as Council Members. This begins with completion of the relevant section of the application form. The Panel will explore issues relating to conflict of interest with candidates who are

interviewed, including the extent to which any conflict might affect the person's effective and impartial contribution to the Council and how this might be handled if the candidate were to be appointed.

A register of these interests will be kept. It will list direct or indirect pecuniary interests which members of the public might reasonably think could influence judgement. The register of interest will also include non-pecuniary interests of Members which relate closely to the body's activities or interests of close family members, persons living in the same household as the Council Member or others with a close relationship to the council member. If changes occur, Council Members should ensure that the register is updated. The contents of the register will be open to the public for inspection.

The Department may take the view that by concealing a conflict of interest, an appointee would be deemed to have breached the Seven Principles of Conduct Underpinning Public Life and may terminate the appointment.

5. Person Specification

This section indicates the criteria which the selection panel will use to assess the applications. It is essential that applicants indicate on their application forms how and to what extent they meet these criteria. For applicants invited to interview, the criteria will also be tested in interview questions.

No specific professional qualifications are required. However, applicants must be able to demonstrate that they have:

- a) **competence** in the following areas:
 - good communication and interpersonal skills;
 - analytical and decision-making skills;
 - ability to work as a team member;
 - representational ability.

- b) **practical experience** in at least one of the following areas:
 - archaeology,
 - industrial archaeology,
 - maritime archaeology,
 - historic landscapes,
 - education,
 - agriculture,
 - planning,
 - law,
 - tourism;
 - architectural conservation;
 - Other relevant experience

- c) an **active interest** in historic monuments; their settings; archaeological objects, and; a commitment to the promotion of their preservation, conservation and investigation.

Candidates invited to interview will also be expected to show:

- some understanding of the Northern Ireland administration, particularly the role of a Minister and a Government Department; and
- an understanding of the role of the Council

6. Appointment Process

All application forms must be returned to:
Finance and Business Planning Division
Department of the Environment
Room 4-13b
Clarence Court
10-18 Adelaide Street
BELFAST
BT2 8GB

Applications can also be submitted by email to:
publicappointments@doeni.gov.uk

Forms should be signed in writing or with an electronic signature. Those forms not signed at the time of submission must be signed at interview.

Application forms must be received **by 12:00pm on Thursday 20th October 2011**. The receipt of each form will be acknowledged. Please note CVs will **not** be accepted.

Applicants will be shortlisted for interview on the basis of the answers on their application form. It is therefore essential that applicants show in their answers how and to what extent they meet the criteria. Each applicant will be formally notified of the outcome of their application as soon as possible after the closing date.

The Department plans to hold the interviews during the period 24th November – 6th December 2011. An unranked list of candidates who were successful at interview will be presented to the Minister along with a short description of each candidate's skills and experience. The Minister will make the final decision on the appointment of members.

The Department will announce the appointment of new members for the Historic Monument Council by means of a press notice.

Department of the Environment
September 2011