



Coimisiún na hÉireann um Chearta
an Duine agus Comhionannas
Irish Human Rights and Equality Commission

Expression of Interest for New Members of IHREC Audit and Risk Committee Information Booklet

Closing Date: **Wednesday 5th November 2025 3pm**

This expression of interest will be undertaken by Osborne Recruitment on behalf of the Irish Human Rights and Equality Commission.

October 2025

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Introduction and Background

The Irish Human Rights and Equality Commission ('the Commission') is Ireland's National Human Rights Institution and National Equality Body. It was established in November 2014 under the *Irish Human Rights and Equality Commission Act 2014* with a statutory mandate to:

- protect and promote human rights and equality,
- encourage the development of a culture of respect for human rights, equality, and intercultural understanding in the State,
- promote understanding and awareness of the importance of human rights and equality in the State,
- encourage good practice in intercultural relations, promote tolerance and acceptance of diversity in the State and respect for the freedom and dignity of each person, and
- work towards the elimination of human rights abuses, discrimination and prohibited conduct.

IHREC's strategy and policy is determined independently by up to fifteen members of the Commission who are appointed by the Head of State, President Michael D. Higgins. The diverse membership of the Commission broadly reflects the nature of Irish society.

The Director of the Commission is responsible for the leadership and management of staff and the work of IHREC in accordance with the strategy and policies of the Commission. The staff of the Commission currently work in six teams: Policy & Research, Strategic Engagement, Legal, Monitoring & Compliance, Corporate Services and Office of the Director. Permanent staff of the Commission are civil servants in the service of the State.

IHREC is funded by the Exchequer (Vote 25). The Director of the Commission is the Accounting Officer for IHREC.

IHREC's work ranges from operating at the policy level to review the effectiveness of human rights and equality law, policy and practice in the State and within public bodies, protecting and promoting human rights and equality within the courts system, and working with communities and civil society to monitor and report on people's real-life experiences of

human rights and equality in practice. Whether addressing individual concerns, engaging with government or public bodies on policy and practice issues or raising awareness with public audiences on human rights and equality, our mission is to build a just and inclusive society that protects and promotes human rights and equality in Ireland.

IHREC's current statement of strategy can be found at

[Strategy Statement 2025-2027](#)

Our Values

The way we work in IHREC is guided by both public sector and organisational values that inform our individual and collective behaviour and decision making. Our values are:

Non-Discrimination and Equality - We commit to supporting people who face the greatest barriers to justice as part of human rights and equality protection for all.

Respect - We build respect and trust by valuing the contribution and initiative of everyone within our organisation and those we work with. Respecting the trust placed in us, we conduct our work to the highest professional standards.

Independence - We value our independence and act, where others cannot always do so, in furtherance of human rights, equality and intercultural understanding. We take action based on the highest quality evidence and robust decision-making.

Accountability - We are fully committed to the values of openness, transparency and accountability to the people and to the Oireachtas.

Participation - We recognise the personal autonomy and self-determination of all rights holders and duty bearers. We are committed to hearing and learning from others' perspectives.

Responsive - We are responsive to opportunities to advance our mission, and we ensure that our governance, resources, and ways of working support this approach.

Collaborative - We collaborate across and beyond the organisation so that we act promptly and effectively.

About the Audit and Risk Committee (ARC)

IHREC is seeking expressions of interest from suitable qualified and experienced persons interested in becoming members of its Audit and Risk Committee (ARC), which operates in line with the Code of Practice for Governance of State Bodies and associated best practice. The IHREC ARC is composed of Commissioners from the IHREC Commission and external members, with the Chair of the ARC being an independent external member.

Role of the Audit and Risk Committee Members

The Audit and Risk Committee is established by the Commission to assist in governance and in progressing the work of the Commission in relation to its strategic priorities, in accordance with the requirements of the Code of Practice for the Governance of State Bodies (2016). The role of the Audit and Risk Committee is to

- consider the adequacy and effectiveness of our internal control systems, control environment and control procedures including financial procedures;
- advise on matters relating to the management of the IHREC Vote 25;
- oversee the work of the Internal Audit including review of audit report management response and,
- to provide advice and professional guidance in relation to the systems of risk management and corporate governance to the Director as Accounting Officer and to the Commission.

The Audit and Risk Committee will be supported in its role by the Commission's Internal Auditor, an externally procured service provider, and the IHREC executive in a secretariat capacity. The Internal Auditor will report to the Audit and Risk Committee on professional matters.

Additional Responsibilities of the Chair

The Audit and Risk Committee will report annually, by means of an ARC Annual Report and annual in-person presentation to the Commission on its activities, including any recommendations in relation to matters covered by its terms of reference, governance issues, financial reporting and the quality of internal and external audit. This annual report will include an ARC self-assessment and any actions required to strengthen or develop the committee further. It may also recommend changes to its terms of reference.

A post- ARC meeting report is provided to the Commission after each ARC meeting.

The Chair will liaise with the IHREC secretariat in advance of ARC meetings to agree the ARC Agenda before circulation to the ARC members.

The Chair of the ARC will act as one of the contact points under the IHREC Protected Disclosure policy, which may entail considering any protected disclosure reports, arranging an investigation where appropriate and reporting annually on an anonymized basis on reports received.

The Chair of the ARC will act as a designated contact person under the IHREC Grievance Policy in the case that there is a conflict of interest for the Director.

Membership

There are currently vacancies on the committee as follows:

1. Chairperson
2. Ordinary Member

The Committee will comprise a minimum of four members and a maximum of seven. At least two of the members will be members of the Commission, and at least two external independent persons. Due regard will be given to gender balance in appointment of ARC members.

Experience Required

The Audit and Risk Committee will collectively possess:

- Experience in corporate governance as it applies to civil service organisations
- Experience of financial management
- Experience in the public sector finance accountability structures, public procurement and internal controls
- Experience in risk management
- Experience in internal audit
- Experience of ICT, cybersecurity, data protection.
- An understanding of the functions of IHREC as a National Human Rights Institute and National Equality Body

Members of the IHREC ARC may not be an employee of IHREC (including the Director), nor an employee of the Department of Children, Disability and Equality.

Interested candidates should briefly outline in their application how their experience and competencies can contribute effectively to the work of the Committee.

Term of Appointment

The term membership is for a period of three years and no one member should be appointed a member of the committee for more than two consecutive terms.

Time Commitment

The ARC shall meet at least four times a year. The quorum for a meeting shall be not less than one- half of the number of members entitled to be present. The Commission may ask the Audit and Risk Committee to convene further meetings to discuss particular issues on which they seek the Committee's advice.

Remuneration and Expenses

IHREC complies with the One Person One Salary principle and Committee members who are public or civil servants will not be paid a fee.

Members of the Audit and Risk Committee who are not in receipt of a public salary can receive a maximum annual fee for preparation and attendance at meetings, from the Commission, as follows:-

Chair - €427.50 per diem to a maximum of €2,565 per annum

External Member - €299.25 per diem subject to a maximum of €1,796 per annum

Such fees are subject to taxation, please see the Revenue Commissioners Guidance “Income Tax – Statement of Practice – SP IT/1/04”. Any queries regarding taxation should be directed to the Revenue Commissioners.

Travel and subsistence expenses associated with attendance at ARC meetings will be paid in accordance with Civil Service rates as approved by the Department of Public Expenditure & Reform.

How to make an expression of interest

To express your interest in being a Committee member and/or Chair,

- Please send an up-to-date short **Curriculum Vitae** (no more than 3 A4 pages when using font size 12, font no smaller than 10) and a supporting **cover letter** (no more than 300 words, font no smaller than 10) setting out how you consider yourself to meet the criteria for appointment as set out under the **Experience Required section** above.

- Your cover letter should include an indication as to whether you wish to be considered for appointment as Chair of the Committee and, if so, the basis upon which you believe yourself to be suitable for appointment to that role.
- Expressions of interest can be made by submitting your Curriculum Vitae and cover letter to ihrec@osborne.ie.
- Reasonable accommodations are available to ensure accessibility of this process. If you require any reasonable accommodations and/or if you require this document in another accessible format, please contact ihrec@osborne.ie.

Please note that while applicants are not required to provide evidence of qualifications with the application, they may be requested by the Commission to do so to be successfully appointed.

Selection Process

Osborne Recruitment will be managing all aspects of this selection process on behalf of the Commission. No enquiries or canvassing should be made directly to Commission members, Commission staff or current members of the Commission's Audit and Risk Committee.

A panel appointed by the Commission will assess your expression of interest against the **Experience Required** section in this information booklet. The panel will agree a shortlist of applicants who will be invited to a meeting.

Meetings will be held at the Commission's office in Dublin or online, and we will discuss any reasonable accommodations, where required, with you beforehand. Please note that the Commission does not pay for travel expenses for people attending the meeting (unless they relate to reasonable accommodations). Where an applicant is unable to attend a meeting on a set date, an alternative date will only be offered at the discretion of the panel.

Applicants invited to a meeting will be informed of who will be on the panel in advance of the meeting.

At the meeting, the panel will discuss your experience and expertise with you and ask questions to find out whether you meet the requirements for membership of the Audit and Risk Committee.

Applicants will be notified of the outcome of the process in due course.

Key Dates

Application Closing Date: Please note latest receipt for applications is **Wednesday 5 November 2025 at 3pm**. Any CVs, cover letter received after the closing date and time will not be considered.

An acknowledgement by email or in another format if preferred will be issued for all expressions of interest received. If you do not receive acknowledgement of your application within two working days of submission, please contact Osborne Recruitment at ihrec@osborne.ie or 01 - 6384400 to ensure your application has been received.

IMPORTANT TO NOTE: -

Meeting Dates: Meetings are anticipated to be held **Friday 21 November 2025**. Candidates should note that an invitation to a meeting will issue by email on **13 November 2025**.

Candidate should make themselves available on the date(s) specified by IHREC and should make sure that the contact details specified on their application form are correct.

It is anticipated that the next meeting of the Audit and Risk Committee following this expression of interest will be **26 November 2025** and the appointed members will be invited to attend on that date, if available.

Confidentiality

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strictest confidence.

Equal Opportunities

At IHREC our purpose is to promote and protect human rights and equality in Ireland and build a culture of respect for human rights, equality and intercultural understanding in the State. As a public body we have a responsibility to promote equality, prevent discrimination and protect the human rights of our employees, customers, service users and everyone affected by our policies and plans. We therefore particularly encourage applications from candidates who are likely to be currently underrepresented in our workforce. This includes people from Black, Asian and minority ethnic backgrounds, Travellers, disabled people, LGBTQIA+ people and those with lived experience of the criminal justice system. Reasonable accommodations will be provided, if required, during this process. To discuss and request reasonable accommodations in confidence please contact accessihrec@osborne.ie

Feedback

The Commission intends to make this process as accessible and inclusive as possible. We welcome feedback on the process so that we can continually improve. If you would like to provide feedback on the process you can do so in writing to ihrec@osborne.ie



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 [/irishhumanrightsequality](https://www.instagram.com/irishhumanrightsequality)