



AN ROINN DLÍ AGUS CIRT AGUS COMHIONANNAIS  
DEPARTMENT OF JUSTICE AND EQUALITY

## Relevant Board Information

### Essential Board Information

Title of Board:	The Parole Board
Department with Responsibility:	Justice and Equality
Board Category / Fees:	<p>As per Category 3 of Fees Payable on State Bodies the Chairperson is paid a fee of €11,970 per annum.</p> <p>Ordinary Board Members are paid a fee of €7,695 per annum.</p> <p>In addition to the annual fee, the Chairperson and Board Members are paid a per diem fee of €149.75 per prison visit for conducting prisoner interviews (to a maximum of €12,600 per annum) plus travel and subsistence in line with Civil Service regulations</p>
Board Meeting Location:	The Parole Board, 2 <sup>nd</sup> Floor, 6/7 Hanover Street, Dublin 2
Meeting Frequency:	Members are expected to participate at monthly Board meetings. Members must also be available to visit any of the 14 penal institutions within the State on at least one day a month, possibly two days, to interview prisoners as part of the parole review process. In 2015, 94 prisoners were interviewed by the Parole Board.
Purpose of the Board:	<p>The Parole Board is a non-statutory body which advises the Minister for Justice and Equality on the management of those serving long term prison sentences.</p> <p>It was established on an administrative basis in April 2001 replacing the then Sentence Review Group. The Board has a Secretariat to assist in its work.</p> <p>The Board reviews the cases of prisoners sentenced to determinate sentences of eight years or more and life sentenced prisoners after seven years.</p> <p>When formulating its recommendations, the Board is primarily concerned with the risk to the public that the prisoner may pose. The main factors taken into account in each individual case are:</p> <ul style="list-style-type: none"><li>• the nature and gravity of the offence;</li><li>• sentence being served and any recommendations made by the Judge;</li><li>• period of the sentence served at the time of the review;</li><li>• previous convictions and history of offending behaviour;</li><li>• threat to safety of members of the community from release;</li></ul>

- risk of further offences being committed while on temporary release;
- risk of the prisoner failing to return to custody from any period of temporary release;
- risk of non compliance with conditions attached to parole;
- conduct while in custody;
- extent of engagement with the therapeutic services, and
- likelihood of period of temporary release enhancing reintegration prospects.

Following a review, the Parole Board, by way of recommendation, advises the Minister of the prisoner's progress to date, the degree to which the prisoner has engaged with the various therapeutic services, the steps he/she has taken to address the nature of their criminal offending, and how best to proceed with the future management of the prison sentence.

The final decision on the recommendations of the Parole Board is made by the Minister.

Prospective candidates should note that there are legislative proposals to establish the Parole Board on an independent statutory basis.

[http://www.justice.ie/en/JELR/Pages/Parole Board Annual Report 2015](http://www.justice.ie/en/JELR/Pages/Parole%20Board%20Annual%20Report%202015)

Link To Current Annual Report:

[http://www.justice.ie/en/JELR/A Guide to the Parole Board version 203.pdf/Files/A Guide to the Parole Board version 203.pdf](http://www.justice.ie/en/JELR/A%20Guide%20to%20the%20Parole%20Board%20version%203.pdf/Files/A%20Guide%20to%20the%20Parole%20Board%20version%203.pdf)

Link to Parole Board Guide Information Booklet for Prisoners:

## Current Board Make Up

Board Member Position *	Board Member Names	Male	Female
Chairperson	John Costello	√	
Member	William Connolly	√	
Member	Ciairín de Buis		√
Member	Ray Kavanagh	√	
Member	Shane McCarthy	√	
Member	Nora McGarry		√
Member	Dr. Michael Mulcahy	√	
Member	Eddie Rock	√	
Ex-Officio – Department of Justice & Equality	Noel Dowling	√	
Ex-Officio – Irish Prison Service	Martin Smyth	√	
Ex-Officio – Probation Service	Vivian Geiran	√	
	<b>Total</b>	<b>9</b>	<b>2</b>
(*There is one current vacancy)			

# Vacancy Application Criteria

## Vacancy Information

Number of Vacancies

1 Current Vacancy; 1 in February 2017\*; 3 in July 2017\*\*

Closing Date:

23/1/2017

\*Psychiatric professional

\*\*includes the position of the Chairperson

## Vacancy Details

The Board, which comprises 11 members and a Chairperson, represents a diverse range of backgrounds, experience and expertise. As explained below, the Chairperson will have a legal background. The Board must also include a psychiatric professional.

Other than the ex-officio members, the membership of the Board will represent community interests generally and may include persons with experience of medical, legal, psychology, psychiatry, education, policing, prisons and probation matters relevant to the criminal justice area.

There is currently one vacancy. A further vacancy will arise in February 2017, which will be filled by a psychiatric professional, and three further vacancies will arise in July 2017, including the position of the Chairperson. Members serve in a part-time capacity. The term of appointment is for three years. Members may be re-appointed by the Minister for another term in accordance with the Department of Public Expenditure and Reform Guidelines on Appointments to State Boards; <http://www.per.gov.ie/en/appointments-to-state-boards/>

**Applicants applying for the position of Chairperson should indicate if they wish to be considered for an appointment as an ordinary Board member in the alternative.**

## Skills Desired / Essential Criteria

Expressions of interest in serving as a member are sought from suitable persons with competence, experience and an interest in this area. Candidates must be of good character and will be subject to Garda vetting prior to appointment.

Candidates will be required to contribute effectively to the work of the Parole Board. This will involve the ability to collaborate and work effectively and cohesively as a member of the Board.

Candidates should possess:

- Excellent judgement and analytical skills with the proven capacity for independent assessment of complex issues and decision making;
- Excellent communication and interpersonal skills;
- Knowledge of the wider societal issues impacting on the criminal justice environment including those in relation to the rehabilitation of offenders and victim's rights;
- Ability to work effectively as part of a team;
- Relevant professional experience.

Candidates applying for the position of Chairperson should also possess:

- Legal qualifications including but not limited to being a practising Solicitor or Barrister or retired Judge
- Excellent organisational, management and leadership skills.

Confidentiality at all times is a key requirement. Suitable candidates must be discreet in managing highly sensitive, personal, and confidential information. It is expected that members would communicate issues of concern via the Parole Board and would not engage in public discussions regarding individual cases.

Candidates must also be adaptable and flexible. Members of the Board are required to devote at least two days per month (one for the Parole Board meeting and one for interviews with prisoners/applicants) to the role and may be required for more depending on the number of interviews to be carried out.

### List of Prisons

<b>Prison</b>	<b>Description</b>	<b>Bed Capacity (as at 11 November 2016)</b>
Mountjoy Prison	Committal prison for adult male prisoners. North Circular Road, Dublin 7	554
Dóchas Centre	Committal prison for female prisoners aged 18 years and over. North Circular Road, Dublin 7	105
St. Patrick's Institution	An institution for male juveniles aged 17 years on remand or for trial. North Circular Road, Dublin 7	34
The Training Unit	A semi-open place of detention for male prisoners aged 18 years and over. Glengarriff Parade, Dublin 7	96
Arbour Hill Prison	Prison for adult male prisoners. Arbour Hill, Dublin 7	142
Wheatfield Place of Detention	Place of detention for adult males and sentenced 17 year old juveniles. Cloverhill Road, Clondalkin, Dublin 22	550
Cloverhill Prison	Committal prison for remand adult male prisoners. Cloverhill Road, Clondalkin, Dublin 22	431
Loughan House	An open centre for the detention of male prisoners aged 18 years and over. Blacklion, Co. Cavan	140
Castlerea Prison	Committal prison for adult male prisoners. Harristown, Castlerea, Co. Roscommon	340
Shelton Abbey	An open centre for male prisoners aged 19 years and over. Arklow, Co. Wicklow	115
Limerick Prison	Committal prison for adult male and female prisoners. Mulgrave Street, Limerick	238
Cork Prison	Committal prison for adult male prisoners. Rathmore Road, Cork	296
Portlaoise Prison	Prison for adult male prisoners including the detention of high security prisoners. Dublin Road, Portlaoise, Co. Laois	291
Midlands Prison	Prison for adult male prisoners. Dublin Road, Portlaoise, Co. Laois	870

### **Application & Assessment Process:**

If you are interested in being considered for appointment to the Parole Board, you should submit an 'Expression of Interest' (EOI) to [paroleboardapplication@justice.ie](mailto:paroleboardapplication@justice.ie)

The 'Expression of Interest' will consist of a comprehensive Curriculum Vitae along with a covering letter (no more than two pages) outlining your achievements and experience, and the relevance of your expertise to the work of the Parole Board.

The completed EOI will be assessed by a panel consisting of:

1. A representative from the Prisons Policy Division, Department of Justice & Equality
2. A representative from the Human Resources Division, Department of Justice & Equality
3. An independent member

The assessment panel will review the EOIs and submit those deemed to have met the required standard to the Minister for Justice and Equality for review. Interviews will not be carried out unless in circumstances where the panel deem it necessary.

The Department will contact you once the Minister has made her final decision.

Orientation will be provided to new Board members.

## Skills Profile

All skills will be marked out of 100 as shown in the tables below:

<b>Ordinary Member</b>	<b>Marking</b>
Experience which demonstrates Judgement and Analytical Skills	
Experience which demonstrates Communication and Interpersonal Skills	
Experience which demonstrates knowledge of the wider societal issues impacting on the criminal justice environment including those in relation to the rehabilitation of offenders and victim's rights	
Relevant professional experience	
Experience which demonstrates the ability to work effectively as part of a team	

The above skills profile applies also to applications for Chairperson but with an additional skill as follows:

<b>Chairperson</b>	<b>Marking</b>
Organisational / Management / Leadership Skills	