

Candidate Information Booklet

Please Read Carefully

GDPR Privacy Statement is appended at the back of the booklet

Transport User Advisory Group (TUAG)

with the National Transport Authority

The National Transport Authority is committed to a policy of equal opportunity.

**Contact:** [tuag@nationaltransport.ie](mailto:tuag@nationaltransport.ie)

National Transport Authority,

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Harcourt Lane, Dublin 2

[**www.nationaltransport.ie**](http://www.nationaltransport.ie)

Appointment to the Transport User Advisory Committee (TUAG) with the National Transport Authority (NTA)

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**Location:** Offices of the National Transport Authority, Dún Scéine, Harcourt Lane, Dublin 2, D02 WT20.

**Number of Vacancies:** 15

**Remuneration:** Nil but travel and expenses will be paid at the appropriate civil service rate.

**Time Requirements:** It is planned to hold up to six meetings every year, running no longer than two hours per meeting. Meetings will be held remotely until further notice. At times it may be necessary to have on-site meetings to view various fleet or projects and measures will be put in place to control COVID-19 related risks.

**Term:** The terms will be for 2 years as members are appointed on a rolling basis.

# 1. Background

The National Transport Authority (NTA) was set up by the Minister for Transport in 2009.

Nationally, the NTA is responsible for:

* providing public transport services in bus, coach, tram and train by contracts with the Transport Operators.
* providing real time information on public transport and ticketing methods such as the Leap Card.
* licensing public bus passenger services delivered by private operators.
* regulating vehicle clamping.
* regulating and providing licenses for the Small Public Service Vehicle industry (SPSV) which are all taxis, hackneys and limousines.
* overseeing the Rural Transport Programme nationwide (Local Link).

Within the Greater Dublin Area (GDA) the NTA also is responsible for:

* the overall planning of all public transport.
* developing the transport links so that they work together efficiently.
* promoting cycling and walking in Active Travel schemes.
* providing new forms of public transport such as light rail, metro and heavy rail.
* managing the traffic and transport demand.

Currently the NTA is involved in a number of new major projects such as BusConnects, Metrolink, DART+ as well as installing new cycle lanes and various other projects and programmes to encourage more people to use other forms of transport other than the car.

The NTA is also planning for networks of public transport services in several large towns and cities throughout Ireland. They regularly review how effective the existing systems are to see if improvements can be made.

In addition, the NTA is planning to implement Connecting Ireland. This is a new programme which hopes to improve public transport in rural areas by providing better connections between villages, towns and regional centres.

# 2. Functions of the Transport User Advisory Group (TUAG)

The proposed **Transport User Advisory Group (TUAG)** will be an independent group. Their main function is to provide advice to the NTA to inform their decisions. The legal basis for the set up of the Transport User Advisory Group is as per Section 10(c) of the Dublin Transport Authority Act 2008.

It will include representatives from a variety of users of the public transport system and Active Travel in Ireland. This is to allow the NTA to gain a valuable insight and advice from a range of people who use or interact with the various types of Public Transport and Infrastructure all over Ireland.

Members of the Transport User Advisory Group will be asked to give comments and feedback on any proposed projects, programmes, purchases and designs by the NTA. These discussions will allow the NTA to hear a wide variety of viewpoints from people who interact with public transport and Active Travel.

# 3. Composition of the Transport User Advisory Group

The National Transport Authority invites applications from suitably qualified candidates who would bring a range of knowledge and skills to the meetings of the Transport User Advisory Group (TUAG). The number and details of the TUAG is not set by legislation but it is proposed to include up to 15 members from a diverse range of backgrounds. The compilation of the Advisory Group may vary.

Appointments will be made with regard to diversity on the grounds of gender, ethnicity, urban/rural representation, age, experience and expertise and it is intended to ensure that there is a balance of skills and experience within the Group. Previous committee experience is not a necessary requirement.

In particular, expressions of interest are invited from members of the public who consider that they have the skills that will enable them to make a contribution to the work of the group in the following positions:

* Four people representing the various modes of transport nationwide,
* A person who is part of a group who represents the interests of cyclists,
* A person who is part of a group who represent the interests of pedestrians,
* Three people from organisations representing the interests of persons with disabilities,
* A person from an organisation representing the interests of older persons,
* A person who represents the interests of business,
* A person who represents the interests of tourism,
* A person who represents the interests of students,
* A person, who is a regular user of Small Public Service Vehicles (taxis, hackneys, limousines),
* A person, who has an expertise in matters relating to Local Link.

# 4. Role of Facilitator

The National Transport Authority shall appoint an independent Facilitator to support the workings of the Transport User Advisory Group. The Facilitator will be responsible for ensuring that meetings of the Advisory Group are effective, efficient and held in a mutually respectful manner at all times.

# 5. Essential Requirements

For the 15 positions available, please see below the essential criteria for each of the positions:

## Position 1 to 4

### **Various Modes of Public Transport Interests (4 vacancies)**

Applicants within this area must show in their application that they have a lot of experience using public transport in urban or rural Ireland themselves or by representing a group of people who rely on it at a national or regional level.

## Position 5

### **Cyclist Interests (1 vacancy)**

Applicants within this area must show in their application that they represent people who are cyclists. They should have experience and knowledge in relation to cyclist protection, possess a broad knowledge of Active Travel and the wider public transport sector.

## Position 6

### **Pedestrian Interests (1 vacancy)**

Applicants within this area must show in their application that they represent pedestrians. They should have an appropriate level of knowledge particularly in relation to pedestrian protection, possess a broad knowledge of Active Travel and the wider public transport sector.

## Position 7 to 9

### **Interests of Persons with Disabilities (3 vacancies)**

The successful applicants must be involved with an organisation that represents the interests of persons with disabilities. It is also expected that the successful candidate must show that they expertise in advocacy; particularly in relation to the interests of persons with disabilities and public interest issues.

## Position 10

### **Interests of older persons (1 vacancy)**

The successful applicant must be involved with an organisation representing the interests of older persons. They must show that they have experience in the area of advocacy; particularly in relation to the interests of older persons and public interest issues.

## Position 11

### **Business Interests (1 vacancy)**

The successful applicant must currently work in a commercial enterprise that either operates within the public transport sector or relies on the public transport sector for the delivery of its staff or services. They must have experience at an appropriately senior level that will help the Group in its role of representing the transport needs of the business sector and the promotion of economic growth.

## Position 12

### **Tourism Interests (1 vacancy)**

The successful applicant must currently work in a tourism enterprise that either operates within the Public Transport sector or relies on the Public Transport sector or Active Travel for the delivery of its services. They must have experience at an appropriately senior level that will assist the Group in its role of representing the transport needs business’ nationally and the promotion of economic growth.

## Position 13

### **Student Interests (1 vacancy)**

The successful applicant must represent the interests of people trying to access educational facilities by using various forms of public transport or active travel.

## Position 14

### **Small Public Service Vehicles SPSV (1 vacancy)**

Applicants must be able to show in their application that they represent people who have knowledge and experience in using SPSV’s (Taxi’s).

## Position 15

### **Local Link (1 vacancy)**

Applicants must be able to show in their application that they represent people who have experience and knowledge in the services provided in rural transport.

## Desirable for all of the above roles

It is also desirable that candidates can show that they have experience of **one or more** of the following:

* Experience working in areas relevant to public policy and strategy development.
* Knowledge of the trends in technology in the area of Public Transport.
* Knowledge of the SPSV industry, Active Travel and/or the wider public transport area.

# 6. Term of Appointment

Appointments to the Transport User Advisory Group (TUAG) will be for a period not exceeding 2 years.

# 7. Submitting your Application

Once you consider the general suitability criteria for membership of the Transport Users Advisory Group, you should consider carefully how your background and experience fits with the specific vacancy. **Please carefully consider if there may be any potential conflict of interest and address this in your cover letter.** The Assessment Panel may decide, based on the level of conflict, not to forward your name for consideration.

You should submit your **Curriculum Vitae** and a **cover letter** to [tuag@nationaltransport.ie](mailto:tuag@nationaltransport.ie) no later than **5.00pm on Friday 17 December 2021.**

**Please clearly state on both which individual Position number you are applying for.**

Please also state what accommodations may assist you in being part of this process.

**Important Note**

Please take care when submitting your expression of interest. As the Assessment Panel will generally make its recommendation(s) based on consideration of the information that you submit, it is most important that you do the following:

* Ensure your Cover Letter (and supporting CV) clearly states how your particular background and experience meets the requirements of the NTA position stated for the individual vacancy that you are applying for.

This will help ensure that the Assessment Panel is as informed as possible which position that you are applying for and why you believe you are a person who could potentially be appointed to this TUAG. **Please only include information that is directly relevant to the particular Position number for which you are applying.**

If you have any questions regarding the application process please email [tuag@nationaltransport.ie](mailto:tuag@nationaltransport.ie).

# 8. Assessment Process

An Assessment Panel will be set up by the NTA to consider and assess the applications received.

The Panel will:

* review and discuss the applications received and compare them with what was asked for in each position to shortlist applications.
* consider the diversity of applicants with regard to gender, ethnicity, urban/rural representation, age, experiences and expertise to ensure that there is a balance of skills within the Group
* assess potential applicants further, once they meet the essential criteria, by doing some or all of the following steps:
  + Consideration of the written applications;
  + Random selection;
  + Meeting or a conference call;

If there is a shortfall in the number of candidates for any of the vacancies, the NTA may reach out to groups for other Expressions of Interest.

# 9. 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.

# 10. Data Protection

Please note that your cover letter and curriculum vitae will be forwarded to the National Transport Authority and may be retained for up to one year for unsuccessful candidates and for two years for successful candidates.

## Recipients

The following shall receive your information for reasons outlined below:

| Recipient | Reason |
| --- | --- |
| HR (internal) | Storing application, acknowledging responses and corresponding with applicants |
| HR (external Service provider) | If outsourced support is sought, our outsourced HR provider may receive applications to assist with elements of administration, or to manage the entire recruitment process |
| Assessment Panel | The Assessment Panel will receive your application to conduct shortlisting and assessing applicants |

## Details of Data Transfers Outside the EU

This does not apply to this process.

## Automated Decision Making

This does not apply to this process.

## Your GDPR Rights in Relation to this Process

| Right | Explanation |
| --- | --- |
| Access | You can request and receive access to the information requested in the process at any time. |
| Portability | You can request and receive a copy of this data, in electronic/transferable format, at any time |
| Erasure | You can request the data held be erased. We have outlined the anticipated retention period above. |
| Rectification | You can have any incorrect information, due to this being updated or otherwise, to be corrected. |
| Objection | You can object to this information being processed. |
| Complain | You can make a complaint to our internal Data Protection Officer (contact details outlined below) and/or make a complaint to the relevant supervisory authority – Data Protection Commission in Ireland. |

## Contact Details

**Name:** Data Protection Officer

**Email:** **privacy@nationaltransport.ie**