

Appointments to the Board of Inland Fisheries Ireland

Closing Date: 15:00 on Tuesday 27th November 2018

**State Boards Division
Public Appointments Service
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stateboards.ie operates under the auspices of the Public Appointments Service and is committed to a policy of equal opportunity.

The Public Appointments Service (PAS), established under statute in 2004, provides an independent shared service in recruitment, assessment and selection to organisations across the Civil and Public Services. On 30 September 2014, the Government decided that the PAS should also be given responsibility for putting in place an open, accessible, rigorous and transparent system to support Ministers in making appointments to State Boards. Our dedicated website, www.stateboards.ie, is the channel through which the PAS advertises vacancies on State Boards. It is also the means through which accomplished, experienced and qualified people, including people who might not previously have been identified as available for appointment, can then apply to be considered for particular vacancies.

Membership of State Boards

High standards of corporate governance in all State Agencies, whether in the commercial or non-commercial sphere, are critical to ensuring a positive contribution to the State's overall social and economic development.

Members of State Boards are appointed to act on behalf of the citizen to oversee the running of the affairs of state bodies. State bodies must serve the interests of the taxpayer, pursue value for money in their endeavours (including managing risk appropriately), and act transparently as public entities. Members of State Boards, and the relevant management team, are accountable for the proper management of the organisation.

Board members should act on a fully informed basis, in good faith, with due diligence and care, and in the best interest of the State body, subject to the objectives set by Government. In that regard and in accordance with 13.2 of the Guidelines on Appointments to State Boards, "it is advisable that no member of a State Board should serve more than two full terms of appointment or should hold appointments to more than two State Boards."

The [Code of Practice for the Governance of State Bodies 2016](#) (the Code) provides a framework for the application of best practice in corporate governance by both commercial and non-commercial State bodies.

In order to be an effective contributor on a State Board it is recommended that members should:

- bring independent and objective scrutiny to the oversight of the organisation;
- be prepared to be challenging when necessary while being supportive to the delivery of organisational strategy and objectives;
- be equipped to offer considered advice on the basis of sound judgement and experience;
- be prepared to make a time commitment to their work commensurate with their role.

Appointments to the Board of Inland Fisheries Ireland

Location:	Dublin
Number of Vacancies:	2 (1 nominated by the Minister for Rural and Community Development and 1 by the Minister for Communications, Climate Action and Environment)
Remuneration:	€7,695 per annum. (It should be noted that in line with the 'One Person One Salary' principle, no public servant will be entitled to receive remuneration in the form of Board fees, save for situations that are statutorily provided for e.g. Worker Directors). Travel and subsistence is payable at appropriate civil service rates.
Time Requirements:	<p>The time commitment of approximately 15 working days should be anticipated. This involves: attendance at meetings (8 to 10 full day meetings per annum), review of meeting papers and preparation for meetings, attendance at appropriate training workshops.</p> <p>In the event that a Board Member is appointed to a sub-committee of the Board, this commitment may increase.</p>

Candidate's attention is also drawn to the provisions of the Code in relation to Audit and Risk Committee membership which can be found [here](#).

1. Background

Inland Fisheries Ireland (IFI) was set up under the [Inland Fisheries Act 2010](#) and is the statutory agency responsible for inland fisheries in Ireland to ensure that the valuable natural resources of inland fisheries and sea angling are conserved, managed, developed and promoted in their own right to generate a positive return for the community and the environment.

The principal function of IFI is set out under Section 7 (2) of the Inland Fisheries Act 2010. This is the protection, management and conservation of the inland fisheries resource. The general functions of IFI are to:

- (a) promote, support, facilitate and advise the Minister on the conservation, protection, management, marketing, development and improvement of inland fisheries, including sea angling;
- (b) develop and advise the Minister on policy and national strategies relating to inland fisheries including sea angling; and
- (c) to ensure implementation and delivery of policy and strategies developed under (b) as agreed with the Minister.

For further information on IFI, visit www.fisheriesireland.ie

2. Functions of the Board

The Board is responsible for setting the broad strategy and policies for the organisation. IFI's 5 year Corporate Plan 2016-2020 may be found [here](#).

The Board is also responsible for the system of internal control and for putting in place processes and procedures for ensuring that the system is effective. It performs these functions directly and through the operation of specific Board Committees in accordance with approved Terms of Reference. Responsibility for the implementation of policy rests with the executive management of IFI.

The Board operates in accordance with the provisions set out for the Membership of the Agency in the [Inland Fisheries Act 2010](#), in particular Section 12 which states that the Board shall consist of nine members and that the Minister shall, insofar as is practicable, aim to ensure an equitable gender balance on the Board, in accordance with the provisions of the Act, the [Ethics in Public Office Acts 1995](#) and [2001](#) and the [Code of Practice for the Governance of State Bodies 2016](#).

IFI Board members are required to provide an annual Statement of Interests to the Standards in Public Office Commission and the Secretary to the Board.

The current composition of the Board is as follows:

Name	First Appointed	Re-appointed	Expiry Date	Position type	Basis of appointment
Fintan Gorman	10/09/2013	10/09/2018	09/09/2023	Chair	Ministerial
Ciaran Byrne (Dr.)	01/07/2010		30/06/2020	Board Member	Ex officio as CEO
Bernadette Orbinski Burke	01/07/2016		30/06/2021	Board Member	PAS process
Frances Lucy (Dr.)	01/07/2010	24/03/2015	23/03/2020	Board Member	Nomination of Joint Oireachtas Committee
Martin McEnroe	26/02/2014		25/02/2019	Board Member	Nomination of Joint Oireachtas Committee
Niall Greene	01/07/2014		30/06/2019	Board Member	Ministerial
Patrick Gibbons	13/01/2016		12/01/2021	Board Member	Nomination of Joint Oireachtas Committee
Sean Coady	17/11/2015		16/11/2020	Board Member	Elected Staff Representative

3. Person Specification

Section 12 (5) of the Inland Fisheries Act 2010 states that : -

A person shall not be appointed by the Minister to be a member of IFI unless he or she has had experience of or shown capacity in one or more of the following areas:

- (a) agriculture or riparian land ownership,
- (b) aquaculture,
- (c) business or commercial affairs,
- (d) commercial fishing,
- (e) environmental/biodiversity matters,
- (f) fish processing,
- (g) fisheries ownership,
- (h) legal or regulatory affairs,
- (i) matters pertaining to disability,
- (j) recreational fisheries (including river and sea angling),
- (k) regional development, and
- (l) tourism,

and shall be appointed with a view to representing the public interest in respect of inland fisheries matters including sea angling.

The Ministers for Communications, Climate Action and Environment and Rural and Community Development invite applications from suitably qualified applicants to fill two vacancies on the Board of Inland Fisheries Ireland.

Essential

Candidates must demonstrate in their application, evidence of relevant knowledge and experience at an appropriately senior level under one of the following areas:

Corporate Governance

Candidates must have two or more of the following

- Experience at an appropriately senior level of good corporate governance and compliance practices.
- Experience of strategic management and managing organisational change.
- A recognised qualification in Corporate Governance and/or management.
- Significant relevant professional experience of risk management.

Organisational Development and Change Management

Candidates must have significant professional experience at a level in a role which directs organisational development and/or contributes to strategic reviews/strategic change initiatives.

Desirable

It would be desirable that candidates have experience and/or qualifications in one or more of the following areas;

- Communications.
- Public Relations (PR).
- A proven ability to bring a regional and rural perspective to the considerations of the Board.
- Stakeholder Engagement.

Candidate's attention is drawn to the provisions of the Code in relation to the role of a Board member, where the principle states:-

- Each State body should be headed by an effective Board which is collectively responsible for the long-term sustainability of the body.
- Non-executive Board members should bring an independent judgement to bear on issues of strategy, performance resources, key appointments and standard of conduct.

Details on the role of Board Members can be found in Section 3 of the Code which can be found [here](#).

The Minister shall have regard to the desirability for gender balance on the Board as the Minister considers appropriate and determines from time to time when making appointments.

4. Term of Appointment

Appointment terms to the Board Inland Fisheries Ireland are governed by the Section 14 of the Inland Fisheries Act 2010 which provides "for a term of office not exceeding 5 years from the date of appointment, as the Minister may determine"., subject to:

- The membership of any member of the Board may be terminated by the Minister at any time, on the basis of reasons to be stated by the Minister.
- A member of the Board may resign his or her membership of the Board by notice in writing sent or given to the Minister, and the resignation shall take effect on the day on which the Minister receives the notice.
- Members of the Board shall, subject to the provisions of this Schedule, hold office upon such terms and conditions as the Minister may, with the consent of the Minister for Public Expenditure and Reform, from time to time determine.
- The roles and responsibilities of Board Members are described in the Revised Code of Practice for the Governance of State Bodies 2016 which is available on the website of the Department of Finance [Code of Practice for the Governance of State Bodies](#).
- A Board Member shall cease to be a member of the Board if he or she is nominated as a member of Seanad Éireann, is elected as a member of either House of the Oireachtas or as a representative in the European Parliament, elected to the European Parliament, or becomes a member of a local authority.

5. Submitting your Application

Before submitting your expression of interest, please review the self-assessment questionnaire which can be found [here](#). This questionnaire is designed to help you in considering whether to submit an expression of interest - you are not required to submit the questionnaire as part of the application process.

Having considered the general suitability criteria for membership of a State Board, you should consider carefully how your background and experience fits with the specific appointment criteria set out in the Person Specification section in this booklet.

Please give careful consideration to the possibility of any potential conflict of interest that may exist and address this in your cover letter. The Assessment Panel may decide, based on the perceived level of conflict, not to forward your name for consideration.

Your submission should be made via the following link www.stateboards.ie together with your **Curriculum Vitae** and a **cover letter** (see Appendix 1 of this booklet for help with the online 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 documentation which you submit, it is most important that you do the following:

1. *Ensure your Cover Letter (and supporting CV) clearly specifies how your particular background and experience meets the requirements of the Authority position(s) specified in this booklet, and*
2. *That you fully answer any supplementary questions which are presented to you as part of our online application process.*

This will help ensure that the Assessment Panel is as informed as possible as to the basis for your candidature and why you believe you are a person who could potentially be appointed to this State Board. **Please only include information that is directly relevant to the particular role for which you are applying.**

If you have any questions regarding the application process please email info@stateboards.ie.

6. Assessment Process

An Assessment Panel (the "Panel") will be convened by PAS to consider and assess the applications received by PAS. The Panel will:

- review and discuss the expressions of interest received against the specific appointment criteria for the role, as advertised in this Information Booklet;
- assess potential candidates further once they meet the specified appointment criteria by undertaking any or all of the following steps:
 - Consideration of the written applications; and/or
 - Meeting¹/conference call; and/or

¹ The Public Appointments Service will not be responsible for refunding any expenses incurred by candidates.

- Referee checks; and/or
 - Any other selection or verification method deemed appropriate (this may include PAS requiring statutory declarations from shortlisted applicants as to the bona fides of the qualifications and experience contained in their applications).
- arrive at a shortlist of suitable candidates to be sent forward for consideration by the Minister.

Please note that the Public Appointments Service will not be responsible for any expenses incurred by candidates as part of our selection process.

7. Confidentiality

Subject to the provisions of the Freedom of Information Act 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.

8. Data Protection

The Data Protection Act 2018 provides that the processing of personal data shall be lawful where such processing is necessary for the performance of a statutory function of a controller. PAS is mandated by statute under the Public Service Management (Recruitment and Appointments) Act, 2004 to act as the centralised assessment and selection body for the civil service and to carry out all the procedures necessary to undertake the recruitment, assessment and selection of suitable candidates for appointment. By submitting your personal data (including your name, address, contact details and details of your education and work history contained in your curriculum vitae and cover letter) via publicjobs.ie, you acknowledge that such data may be used by the Public Appointments Service and disclosed to and used by client departments, in connection with its statutory roles to assist and advise relevant Ministers in relation to appointments to the Boards of State bodies. The information contained in your publicjobs profile is yours to manage, amend, update or delete as appropriate. For more detailed information on our Data Protection Policy, please see our [Code of Practice for the Protection of Personal Data in the Public Appointments Service](#).

If your application is assessed and you are considered to be suitable for appointment your c.v. and cover letter (and any additional supplementary information requested as part of the application process), will be forwarded to the State Board Liaison Officer in the relevant Department. Once it obtains your personal data, the Department will act as data controller of such data and will retain it for up to one year following the appointment/s. Unless you request the withdrawal of your application such data may be used in considering your suitability for other similar vacancies/roles that arise for a period of up to one year for this Board.

APPENDIX 1

Submitting your application:

In order to submit your application, you should take the following steps:

1. Go to www.stateboards.ie.
2. On the bar at the top of the page click on "Available Appointments".
3. This brings you to a page with all our advertised vacancies. Select whichever position you would like to apply for (you are welcome to apply for more than one position if you wish).
4. On the relevant page please click on the "apply for position" button at the bottom of the page.
5. This will bring you to a page on www.publicjobs.ie and, if you already have a publicjobs.ie account, will prompt you for your username and password. If you do not have an account you will be asked to create one.
6. Once you input your details you will be brought to a page where there is a prompt in the middle of the page which says "apply here". Click on the link to the online application form beside it.
7. A form will appear on your screen, some of the text boxes will be populated with information from your publicjobs.ie profile (Name, address etc.). You will need to complete the rest of the fields and enter your name and the date at the bottom of the form.
8. If there is a supplementary question, ensure that your response complies with the word limit and that it does not contain any special characters (i.e. %, & etc) or you may receive an error message and will be unable to submit your application.
9. Click on "continue".
10. You will then be brought to a screen where you should upload your CV and Cover Letter. These are required documents and your application cannot be processed without them. Once you have selected these and uploaded them, please click on the "submit" button at the bottom of the page.
11. You will receive an e-mail confirmation (to the address listed in your publicjobs.ie profile) to confirm that your application has been submitted.

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