



Appointments to the Board of Shannon Foynes Port Company

Closing Date: 15:00 on Wednesday 2nd January 2019

**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 Shannon Foynes Port Company

Location:	Foynes, Co. Limerick
Number of Vacancies:	2
Remuneration:	€8,100 (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:	8 half-day Board meetings per annum. Successful candidates may be required to sit on sub-committees.

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

Shannon Foynes Port Company

National Ports Policy designates the Shannon Foynes Port Company as a Port of National Significance (Tier 1) and the continued commercial development of the Company is a key strategic objective of that policy. At a European level, the port is included within the new TEN-T Regulation as a 'core' port.

Shannon Foynes Port Company is the second largest port in the State in terms of total tonnage handled and the third largest in terms of turnover (after Dublin and Cork). The port handles bulk products only with the Aughinish Alumina plant and the Moneypoint coal-fired generating plant being the two principal drivers of throughput in the port. Shannon Foynes is Ireland's deepest sheltered water course and is the only port currently handling capsized vessels (17.5 draft).

The port handled 11.34m million tonnes of goods in 2017 with a turnover of €14m.

Infrastructural investment

Shannon Foynes Port Company's Infrastructure Development Programme (overall programme costed at €50m over 7 years) is well underway. The investment programme will *inter alia* improve international connectivity through the construction of new quays walls and associated port infrastructure. **Phase 1** of the Jetty expansion programme costing €12.5m commenced in 2015 and is finished. The port successfully obtained €3m in CEF grant funding towards this work. The Port have been approved for EU funding of €4,477,600 applied for under the 2017 CEF Blended call and towards **Phase 2** of port infrastructure works costing circa €26m.

2. Functions of the Board

The purpose of the Board of Directors is:

- to act as custodians for, and to maximise the value of, SF assets;
- to direct strategy and operations;
- to act in the best interests of SF and its stakeholders at all times;
- to ensure that good corporate governance is always practiced within SF and to manage risk appropriately.

The following are the main items of Shannon Foynes Port Company's work programme

- The formulation of a long term Masterplan
- The preparation and adoption of the annual rolling 5-year strategic plan
- Oversight of the company's operations
- Oversight of the company's risk management and system of internal control
- Ensuring that the company complies with corporate governance procedures.
- Oversee the appointment of the Chief Executive Officer, Company Secretary and other posts such as solicitors and auditors.
- Oversight of the remuneration of the Chief Executive Officer.
- Review and oversight of the procurement of goods and services and contracts.
- Review and approve the acquisition and disposal of assets.
- Oversight of the financial practices within the company including the approval of the annual budget, changes to accounting policies

Further information on Shannon Foynes Port Company can be found at <http://www.sfpc.ie/>. 2017 Board report can be found [here](#).

Current membership of the Board

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Conal Henry	05/04/2012	05/04/2017	04/04/2020	Board Member	
David McGarry	06/12/2017		05/12/2022	Chairperson	PAS
Edmund Jennings	16/01/2012	24/07/2015	23/07/2020	Board Member	
Michael Finucane	05/04/2012	05/04/2017	04/04/2020	Board Member	
Pat Keating				Board Member	Ex officio
Tom Treacy	17/01/2018		16/01/2023	Board Member	Employee Rep

3. Person Specification

The Minister for Transport, Tourism and Sport invites expressions of interest from suitably qualified members of the public who can demonstrate that they would bring to the Board a range of knowledge and skills and perspectives to serve as a Director on the Board of Shannon Foynes Port Company

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](#).

Role 1

Candidates applying for this role must demonstrate in their application experience in one of the following,

- Relevant experience at an appropriately senior level in shipping and freight forwarding;
- Relevant experience at an appropriately senior level in a global freight forwarding company particularly one trading in the unitised market.

Role 2

Candidates applying for this role must demonstrate in their application experience in one or more of the following areas,

- Global logistics or trading experience in the energy agriculture sector;
- Experience, at an appropriately senior level in environmental planning, heritage and sustainability management;
- Infrastructure and property/port development;
- Global business development.

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.

Please Note:

For both roles, applicants whose names are forwarded to the Department for consideration will be called for interview and will be asked to demonstrate, from their experience:

- that they are open minded strategic thinkers, able to bring their own experience to bear on issues under discussion;
- a commitment to an evidence-based approach, and the capacity to appreciate the implications of complex and multi-faceted evidence;
- the ability to make important and difficult objective decisions;
- the ability to challenge constructively the opinions of others, work to achieve a shared consensus and accept collective responsibility;

- excellent communication skills and an ability to express themselves clearly and succinctly.

4. Term of Appointment

This Appointment shall be subject to the relevant provisions of the Harbours Act 1996 as amended by the Harbours Act 2015 and the Articles of Association of the Company and to the following conditions:

The Board is responsible for the long term sustainability of the State Body. Non-executive board members should bring an independent judgement to bear on issues of strategy, performance, resources, key appointments and standards of conduct. (Section 3, P20 of the Code of Practice for the Governance of State Bodies)

The Board will provide Terms of Reference of the Board and the role of a Director on appointment.

The appointment is for a period of 3 years. The Minister may at his discretion and with the consent of the Minister for Public Expenditure and Reform reappoint the holder for a second term of up to 5 years.

In accordance with Section 4.5 of the Code of Practice for the Governance of State Bodies, "it is recommended 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 at the same time". The term of appointment in this context is considered to be 5 years. [or part thereof if filling a casual vacancy].

The Company/Agency will provide necessary information and support and where required training to enable the Director to discharge their duties to the Board.

The Director shall devote to the performance of his or her duties as much time as may be necessary for all proper and efficient discharge of those duties.

The fees payable will be €8,100 p.a. from the date of appointment. The Director may waive the right to receive this pay if he or she so wishes. The Director shall not be entitled to receive any remuneration as Director of the Board in respect of any services over and above those of Director performed by him or her on behalf of the Board, save with the consent of the Minister for Transport, Tourism and Sport and the Minister for Finance and Public Expenditure and Reform.

Travelling and subsistence allowances can be payable at the rates, and subject to the conditions appropriate to, civil servants of the highest grade in relation to travel reasonably undertaken in relation to this appointment.

The State Body should have a published Code of Conduct for their Board which will set out the procedures for addressing conflicts of interest.

If the Director is removed from office, or otherwise ceases to hold office, he or she shall have no claim for compensation or other payments in respect of such removal or cessation.

Non-disclosure of privileged or confidential information does not cease when Board membership or employment in the State Body has ended. Former Board members should treat commercial information received while acting in that capacity as confidential.

The Director confirms by signing this form that he or she is fully tax compliant.

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
 - 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 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.

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.

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

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.