

Appointments to the Board of Dublin Dental Hospital

Closing Date: 15:00 on Wednesday 24th April 2019

**State Boards Division
Public Appointments Service
Chapter House, 26 – 30 Abbey Street Upper, Dublin 1**

Telephone Number: 353 1 858 7441

Email: info@stateboards.ie

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 Dublin Dental Hospital

Location:	Dublin
Number of Vacancies:	3
Remuneration:	Nil. Travel and Subsistence is payable at Civil Service rates.
Time Requirements:	5 evening meetings per annum of approximately 3 hours duration (6pm to 9pm), with a day's requirement for prior preparatory reading per meeting. 1 dedicated Board training day per annum. Board members may be required to sit on subcommittees, including the Audit and Risk, Performance and Succession and Quality and Safety subcommittees. Each of these subcommittees have 3 to 5 meetings per annum.

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

The Dublin Dental Hospital was originally a voluntary institution. It was replaced by Statutory Board appointed by the Minister of Health through the Health (Corporate Bodies) Act 1961 and the Dublin Dental Hospital (Establishment) Order 1963 (SI No 129 of 1963). In 1977, the dental schools of University College Dublin and the Royal College of Surgeons were amalgamated with that of the University of Dublin, Trinity College ("TCD") to provide a single centre of excellence for dental education in Ireland

The three core activities of the Dublin Dental Hospital are education, clinical dental services and research as set out in Article 4 of SI No 129 of 1963 (as amended). The Dublin Dental Hospital is governed by a Board, appointed by the Minister for Health. The Dublin Dental Hospital has a unique, and very important, relationship with TCD with which it co-operates in the education and training of students. TCD remains formally accountable for the quality, content and assessment of curricula and the awarding of degrees. The interests of TCD are represented on the Board.

Current expenditure is in the order of €22million. Approximately 210 WTE staff work in the institution.

Further details from: <http://www.dentalhospital.ie>

Vision

"The Dublin Dental University Hospital's vision is continued excellence as the academic dental centre in Ireland, internationally recognised for the quality of its education, research and clinical care programmes."

Mission Statement

“The Dublin Dental University Hospital is the National Centre for education, research and patient care. We continuously strive to enhance the learning experiences of our students, alongside the delivery of high quality patient centered care , in a dynamic academic environment.”

2. Functions and composition of the Board

The role of the Board is to set strategy, monitor performance against it, engage in risk management and appoint and monitor the performance of key staff. The Board delegates responsibility for day to day operations to the CEO. The CEO, the Dean and the Clinical Director form the Executive Team and work to deploy the resources of the Dublin Dental Hospital in the achievement of its strategic objectives. All members of the Executive Team are invited to attend all Board meetings.

The Board meets 5 times annually and may hold such other meetings as are necessary for the performance of its functions. In addition, non-executive Board members will be required to sit on Committees of the Board (currently there are three committees namely; the Audit and Risk Committee, the Performance and Succession Committee, and the Quality and Safety Committee).

The composition of the current Board is as follows:

Name	Date of Appointment	Re-appointment	Expiry Date	Position	Basis of Appointment
Aideen Long (Prof.)	11/05/2015		10/05/2019	Board Member	Nominated by Trinity College and appointed by Minister for Health
Brian O'Connell (Prof.)	15/02/2011	11/05/2015	10/05/2019	Board Member	Nominated by the Irish Dental Association and appointed by the Minister for Health
Conor Hannaway	11/05/2015		10/05/2019	Board Member	Nominated and appointed by the Minister for Health following PAS process
Derek Sullivan (Prof.)	09/08/2016		10/05/2019	Board Member	Nominated by Trinity College and appointed by Minister for Health
Frank Nolan	17/06/2015		16/06/2019	Chair	Nominated and appointed by the Minister for Health following PAS process
John O'Halloran	11/05/2015		10/05/2019	Board Member	Nominated by Royal College of Surgeons and appointed by Minister for Health
Mary McCarron (Prof.)	11/05/2015		10/05/2019	Board Member	Nominated by Trinity College and appointed by the Minister for Health

Ms Pat O'Boyle	02/02/2012	11/05/2015	10/05/2019	Board Member	Nominated and appointed by the Minister for Health following PAS process
Robert Gorby (Dr.)	11/05/2015		10/05/2019	Board Member	Nominated by the Irish Dental Association and appointed by the Minister for Health
Sally Corr	11/05/2015		10/05/2019	Board Member	Nominated and appointed by the Minister for Health following PAS process
Ronan Donelan	23/11/2017		10/05/2019	Board Member	Nominated and appointed by the Minister for Health following PAS process
Aislinn Joy	23/11/2017		10/05/2019	Board Member	Nominated and appointed by the Minister for Health following PAS process
Sinead O' Loughlin	23/11/2017		10/05/2019	Board Member	Nominated and appointed by the Minister for Health following PAS process
Rebecca Conlon	24/04/2018		10/05/2019	Board Member	Nominated and appointed by the Minister for Health following PAS process

3. Person Specification

The Minister for Health invites expressions of interest from suitably qualified candidates to fill 3 vacancies on the Board of the Dublin Dental Hospital.

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](#).

As a Board Member, you will be required to:

- bring independent and objective scrutiny to the oversight of Dublin Dental Hospital;
- be prepared to be challenging, when necessary, while being supportive to the delivery of the Hospital's 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 your work commensurate with your role.

Candidates must demonstrate in their application evidence of extensive experience at an appropriately senior level in any of the following areas:

a. Risk Management

- strong Risk Management experience at an appropriately senior level
- skills or experience of assessing corporate risk and experience of implementing corporate risk management.
- previous experience as a member of an Audit and Risk Committee, having reported to or worked with a Risk Committee or other comparable experience in the area of risk

Desired Skills/Experience

- Experience of board membership
- A relevant qualification in Risk Management

b. Human Resources

Candidates must hold a recognised professional qualification in Human Resources or a related discipline and demonstrate knowledge/experience at an appropriately senior level of the following:

- strong Human Resource Management skills and experience
- previous experience as a member of a Board Performance and Succession committee or equivalent

Desired Skills/Experience

- Experience of board membership
- Knowledge/Experience of Human Resources in public health sector organisations

c. Research

Candidates must hold a recognised qualification and demonstrate knowledge/experience at an appropriately senior level in one or more of the following areas:

- strong experience in research grant funding applications and success in securing funding for research projects
- demonstrable understanding of research at national or international level
- experience in growing the research output in an organisation

Desired Skills/Experience

- Experience of board membership
- Knowledge/Experience of research funding agencies

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.

In order to qualify for appointment a person must not have any conflicts of interest likely to interfere with his/her ability to assume the role of a member of the Board. 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.

4. Term of Appointment

Appointments to the Board will be for the period up to 10 May 2023 with an option to extend the term of engagement for a second term of 4 years, 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.

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 the most suitably qualified candidates (based on the information provided by the candidate) to be sent forward for consideration by the Minister.

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

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.

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.