



**Appointments to the Board of the Health Information and Quality Authority**

**Closing Date: 15:00 on Thursday 6<sup>th</sup> June 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](mailto: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](http://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 the Health Information and Quality Authority

<b>Location:</b>	Cork and Dublin
<b>Number of Vacancies:</b>	4
<b>Remuneration:</b>	€7,695. (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 paid in accordance with Department of Public Expenditure circulars and in line with guidance on use of public transport where possible.
<b>Time Requirements:</b>	6 statutory meetings of the Board. The meetings are usually held during the day, between the hours of 9am and 3pm. Additional special purpose meetings also occur and are usually held in the evening. During 2018, there were eight such meetings. In addition, Board members will be appointed to one or more Committees of the Board. Depending on the Committee, this will involve a further time commitment of approximately 8 evenings per year.

In accordance with the Code of Practice for the Governance of State Bodies (the Code), there is an expectation of 100% attendance at all Board meetings. There is considerable reading involved in serving on the Board of HIQA, and Board members should ensure that they are well prepared for meetings.

On joining the Board, induction will be provided to new members on key aspects of their role. New members should be prepared to set aside a number of afternoons/evenings for training and induction. 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 Health Information and Quality Authority (HIQA) is an independent statutory authority established to promote safety and quality in the provision of health and social care services for the benefit of the health and welfare of the public.

HIQA's mandate to date extends across a wide range of public, private and voluntary sector services. Reporting to the Minister for Health and engaging with the Minister for Children and Youth Affairs, HIQA has responsibility for the following:

- **Setting standards for health and social care services** — Developing person-centred standards and guidance, based on evidence and international best practice, for health and social care services in Ireland.
- **Regulating social care services** — The Office of the Chief Inspector within HIQA is responsible for registering and inspecting residential services for older people and people with a disability, and children's special care units.

- **Regulating health services** — Regulating medical exposure to ionising radiation.
- **Monitoring services** — Monitoring the safety and quality of health services and children’s social services, and investigating as necessary serious concerns about the health and welfare of people who use these services.
- **Health technology assessment** — Evaluating the clinical and cost-effectiveness of health programmes, policies, medicines, medical equipment, diagnostic and surgical techniques, health promotion and protection activities, and providing advice to enable the best use of resources and the best outcomes for people who use our health service.
- **Health information** — Advising on the efficient and secure collection and sharing of health information, setting standards, evaluating information resources and publishing information on the delivery and performance of Ireland’s health and social care services.
- **National Care Experience Programme** — Carrying out national service-user experience surveys across a range of health services, in conjunction with the Department of Health and the HSE.

There are currently approximately 240 members of staff working within HIQA.

## 2. Functions of the Board

The Board of the Authority was established under the provisions of the Health Act, 2007 on 15 May 2007. It comprises a Chairperson and 11 ordinary members. All twelve are appointed by the Minister for Health. Under section 13 of the Act, the members of the Board “shall be appointed by the Minister from among persons, who in the opinion of the Minister, have experience and expertise in relation to matters connected with the functions of the Authority which would enable such a person to make a substantial contribution to the performance by the Authority of its functions.” To date, members of the Authority have come from a diverse range of backgrounds across the broad health sector, social care services, advocacy/consumer groups and relevant professionals.

The Board is the governing body of the Authority and is therefore responsible for the appropriate governance of the Authority and for ensuring that there are effective systems of internal control, statutory and operational compliance and risk management in place.

There are four committees of the Board. These are as follows:

- Audit Risk and Governance committee
- Resource Oversight Committee
- Regulation Committee
- Standards, Information and Technology Committee

The Audit Risk and Governance Committee and the Resource Oversight Committee deal with organisational governance of the Authority. The Regulation Committee and the Standards, Information and Technology Committee oversee the functions undertaken by HIQA.

Each of the committees meets on average 4 times a year. These meetings usually take place in the evenings at 4.30pm and run for approximately 2 hours. Board members will serve on at least one Committee, but more frequently will serve on two.

Board and Committee papers are distributed via an electronic system which Board members will be expected to operate; training will be provided to assist.

Please provide information about the duties and responsibilities of board member, the board's remit and programme of work if appropriate and any sub-committees that report to it and table of current members.

Further information can be found at [www.hiqa.ie](http://www.hiqa.ie)

The current membership of the Board: -

<b>Name</b>	<b>First Appointed</b>	<b>Expiry Date</b>	<b>Position type</b>	<b>Basis of appointment</b>
Caroline Spillane	26/02/2018	25/02/2023	Board Member	Nominated and appointed by the Minister for Health following PAS Process
Enda Connolly	26/02/2018	25/02/2023	Board Member	Nominated and appointed by the Minister for Health following PAS Process
James Kiely (Dr)	26/02/2018	25/02/2023	Board Member	Nominated and appointed by the Minister for Health following PAS Process
Martin Sisk	29/07/2015	28/07/2020	Board Member	Nominated and appointed by Minister for Health following PAS Process
Molly Buckley	29/07/2015	28/07/2020	Board Member	Nominated and appointed by the Minister for Health following PAS Process
Pat O'Mahony (Dr)	03/10/2018	02/10/2023	Chair	Nominated and appointed by the Minister for Health
Paula Kilbane (Dr)	29/07/2015	28/07/2020	Board Member	Nominated and appointed by the Minister for Health following PAS Process
Stephen O'Flaherty	29/07/2015	28/07/2020	Board Member	Nominated and appointed by the Minister for Health following PAS Process

### 3. Person Specification

The Minister for Health invites applications from suitably qualified candidates to fill up to 4 vacancies on the Board of the Health Information and Quality Authority.

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](#).

**All Board members are expected to have experience which would demonstrate a strong understanding of the elements of good corporate governance practices and of the health and social care sector**

In addition, candidates should demonstrate relevant skills and experience in at least **one** of the areas outlined below, which have been identified as those most required for the HIQA Board at present and in the context of HIQA's corporate plan 2019 -2021:

### **1. Professional HR experience**

In this area candidates must demonstrate evidence in their application of significant experience at an appropriately senior level, and a career history which would ideally demonstrate evidence of experience of successful strategic organisational change and development.

### **2. Finance**

In this area candidates must demonstrate evidence in their application of the following at an appropriately senior level:

- Experience of strategic management and overseeing organisational financial performance
- Senior level experience and qualification in accountancy or finance
- Audit Committee experience.
- Experience of corporate governance, risk and compliance practices

### **3. ICT and business innovation**

A specific focus of HIQA's new strategy is developing its business intelligence and information functions. Candidates should demonstrate extensive management experience across a number of ICT areas including:

- large scale ICT strategy development and implementation
- large scale ICT change management programmes.

### **4. Health, Clinical or Social Care Services**

In this area candidates must demonstrate in their application evidence of significant experience, at the level of senior management or clinical practitioner, in at least one of the following:

- The delivery of large scale clinical or social care services, or specialist academic expertise in this field.
- The implementation and management of quality improvement or patient safety programmes in a large scale clinical or social care services.
- The regulation, monitoring or oversight of healthcare related activities.
- Leading a large scale programme of research in the area of healthcare delivery
- Leading and delivering in the areas of health technology assessments, health information and standards.

## Desirable

- Recent experience of accessing health or social care as a patient/service user or family member and experience working as patient representative in a group or wider community.
- Professional experience in the operation of a State Agency or a Public Sector Body, as a CEO or equivalent, Board member or member of the top level management team
- Significant knowledge of public policy and the legislative environment
- Knowledge and experience of the corporate governance and accountability standards which State Agencies are obliged to meet

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 an initial period of 5 years with an option to extend the term of engagement for a second term of 5 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](http://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](mailto:info@stateboards.ie).

## 5. 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
  - Meeting<sup>1</sup>/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.

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

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

## **6. 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.

## **7. 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](http://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](http://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.