

Appointment to the Personal Injuries Assessment Board

Closing Date: 15:00 on Tuesday 10th September 2019

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

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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.

Appointment to the Personal Injuries Assessment Board

Location:	Dublin
Number of Vacancies:	1
Remuneration:	€11,970 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 are paid at the appropriate civil service rate.
Time Requirements:	Board meets 8 – 10 times per annum. An appointee may be asked to join the Audit & Risk Committee, which meet approximately 5 times a year in addition to Board meetings.

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 Personal Injuries Assessment Board (PIAB) is an independent statutory agency that comes under the remit of the Minister for Business, Enterprise and Innovation. PIAB was established in April 2004 in order to "fairly, promptly and transparently compensate the victims of accidents involving personal injuries in a cost effective manner". PIAB is a self-funding agency and its income is derived from the fees it charges, primarily to respondents (or their insurers) of €600 with a smaller application fee levied on claimants of €45.

PIAB Strategic Objectives:

- To assess fairly and accurately the amount of compensation entitlement in personal injury claims within the remit of the Personal Injuries Assessment Board in a timely manner.
- To promote the lowest possible administration costs associated with the resolution of personal injury claims.
- To promote a culture of innovation and excellence, fostering an efficient, flexible organisation with motivated and skilled staff and maximising the positive impact of technology.
- To promote and advance a superior customer service, focussed on making information about our service accessible to all, supported by a transparent and accessible claims assessment process and a cost effective organisation.
- To continue to contribute positively to the changing personal injury claims resolution environment in Ireland through greater use of the Board's non-adversarial model.

Background information in relation to the Personal Injuries Assessment Board including information about its operations can be accessed on the PIAB's website www.piab.ie

Click <https://www.piab.ie/eng/news-publications/Corporate-publications/2018%20Annual%20Report.html> to see PIAB's latest Annual Report 2018.

Role of PIAB

PIAB independently assesses claims for compensation arising from personal injuries sustained as a result of a motor, workplace or public liability accident and where both parties, claimant and respondent, consent to an assessment. It is a matter for the parties concerned whether or not they wish to accept the assessment. PIAB does not address the issue of liability.

In accordance with the [Personal Injuries Assessment Board Acts 2003-2019](#), all personal injury claims (with exceptions as per the Act of medical negligence) must be submitted to the Personal Injuries Assessment Board (PIAB).

PIAB makes awards in about approximately 12,500 cases annually with around 60%, (approximately 7,000) of claimants accepting them. The acceptance rate has remained broadly consistent in recent years. These cases are dealt with speedily and at low cost – current delivery cost is approximately 6.1% of the value of the compensation and this is mainly comprised of the fees paid by the claimant and respondent and the costs of the medical reports required to assess the case. In making its awards, PIAB uses the Book of Quantum so that awards reflect what is likely to be achieved through litigation but at a much lower cost of delivery.

2. Functions of the Board

The Board is appointed by the Minister for Business, Enterprise and Innovation in accordance with the provisions of the Personal Injuries Assessment Board Acts 2003-2019 and consists of a Chairperson, the Chief Executive and nine ordinary members of which five¹ are nominated by external bodies designated under legislation. The Board is responsible for formulating the Personal Injuries Assessment Board policies and the execution of other fiduciary duties.

The Board has a formal Schedule of matters reserved to it for decision which cover key areas of policy and statutory functions of PIAB. Certain matters are delegated to Board Committees.

It is essential that the candidate is able to work effectively with other board members as well as with the Executive of PIAB. The candidate must also be committed to the highest standards of integrity and governance in order to contribute to the maintenance of PIAB's extremely high standards in this regard.

The current membership of the Board

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Breda Power	26/10/2011	25/10/2016	24/10/2021	Board Member	Ministerial - Departmental representative
Colette Crowne	22/04/2017		21/04/2020	Board Member	Designated Member - Competition and Consumer Protection Commission
Conor O'Brien	01/10/2015		30/09/2020	Board Member	Ex-officio
Dermot Divilly	16/07/2014	16/07/2018	15/07/2023	Chair	Ministerial nominee
Jean O'Sullivan (Dr)	01/08/2018		31/07/2022	Board Member	PAS Process

¹ Currently five members are nominated by external bodies. However, the Personal Injuries Assessment Board (Amendment) Act 2019 introduced changes in relation to the composition of the Board.

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Margot Slattery	30/04/2014	30/04/2016	29/04/2021	Board Member	Designated member – IBEC nominee
Vacancy					
Nuala Jackson SC	01/08/2018		31/07/2022	Board Member	PAS Process
Tim O'Hanrahan	01/01/2017		31/12/2019	Board Member	Designated member – Central Bank nominee
Walter Cullen	30/04/2014	30/04/2016	29/04/2021	Board Member	Designated member – ICTU nominee
Aengus Cummins	30/04/2019		29/04/2024	Board Member	Designated Member - Insurance Ireland nominee

3. Person Specification

Expressions of interest are now invited from applicants who consider they possess the skills and experience necessary to fill one position on the Personal Injuries Assessment Board.

Essential Requirements

Candidates must demonstrate in their application evidence of the following at an appropriately senior level:-

Experience in implementing a digital transformation programme or experience in implementing new digital models in an organization of similar size and complexity as PIAB;

Desirable

- Previous experience of Board/Committee membership
- Demonstrable evidence of accountancy and audit, knowledge and appreciation of Corporate Governance and Risk Management.
- A demonstrable understanding of the public sector environment in particular accountability structures, and current public sector reform initiatives.
- Familiarity with claims assessment; insurance industry, particularly personal injury area;
- Financial Management/financial planning experience.

The 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](#).

In order to qualify for appointment a person must not have any legal impediment or 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.

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

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 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.

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/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.

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.
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.