

Appointments to the Board of the Road Safety Authority

Closing Date: 15:00 on Friday 10th January 2020

**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 Board of the Road Safety Authority

Location:	Dublin
Number of Vacancies:	4
Remuneration:	Nil. Travel and subsistence is payable at appropriate Civil Service rates.
Time Requirements:	10 half day meetings per annum. Additional attendance at sub-committees may be required. Approximately 16 days per annum would be required.

Candidates' 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 Road Safety Authority (RSA) came into being on 1 September 2006 as a statutory organisation created by the Road Safety Authority Act, 2006. Following the 2006 Act, functions previously undertaken by the Department of Transport Tourism & Sport, the National Roads Authority and the National Safety Council were transferred to the RSA. The aim of the RSA is to save lives and prevent injuries by reducing the number and severity of collisions on the road. Working to Save Lives is the stated goal adopted by the Board of the RSA. The functions for which the RSA is responsible are set out in the Road Safety Authority Act 2006. They include: driver testing and training, vehicle standards and certain enforcement functions, road safety promotion, driver education and road safety research

In 2011 the Authority was assigned responsibility for the Commercial Vehicle Roadworthiness Function from Local Authorities. The Road Safety Authority (Commercial Vehicle Road Worthiness) Act 2012 was signed into law on 30th May 2012. In 2012 Regional Safety Officers from the Local Authorities were transferred to the Authority as the role carried out by the Local Authorities was transferred to the Authority. Since January 2013 the Authority has been tasked with delivering the driving licence and learner permit service. Up to this point, the responsibility for the issuing of licences rested with Local Authorities through the network of Motor Taxation Offices (MTO).

As such, the Authority has a road safety mandate and a large public service delivery mandate. The Authority is an organisation that has grown in size and commercial complexity since its inception and the Authority is now seeking four new board members who will bring certain skills and competencies to address the increasing complexity in the Authority's structure.

The Board of the Authority approved the Road Safety Authority Corporate Plan 2016 to 2020 which along with the Road Safety Strategy 2013-2020 provides the strategic direction for the Authority over this period.

The Authority's strategic direction is governed by 6 pillars as follows;

Road Safety Strategy 2013-2020

A reduction of road collision fatalities on Irish roads to 25 per million population or less by 2020 is required to close the gap between Ireland and the safest countries. This means reducing deaths from 162 in 2012 to 124 or fewer by 2020.

Our Customer

By 2020, every customer will receive a higher quality, cost effective and timely service from the RSA.

Our People

By 2020, we will have a proactive employee engagement environment, with particular focus on culture, performance, internal communications, succession planning, learning and development which leads to effective customer/partner relationships and employees promoting the RSA externally.

Capacity & Capability

By 2020, our processes, systems and technologies will provide efficient and seamless services to customers, including the publication of Key Performance Indicators (KPI).

Targeted Action & Collaboration

By 2020, we will have implemented an engagement strategy and will continue to build our partnership with those key stakeholders who have the greatest impact on improving road safety for all road users. We will gather, collate and utilise data to directly link causes to specific corrective actions to deliver safety for all road users.

Platform for the Future

By 2020, we will have created a platform for growth that has future proofed our service provision, created a sustainable financial model for the RSA, embedded modern ICT, enabling an end to end operation and functioning organisation. Digital will be the norm and data protection and security will be paramount.

The Corporate Plan provides the basis for the direction, oversight and governance of the executive and the Board of the Authority in order to deliver the agreed goals as outlined in the plan.

2. Functions of the Board

Under the Code of Practice for the Governance of State Bodies, the Board of the Authority updated its Corporate Governance Documentation in 2018 to ensure compliance with the code and to define their roles and responsibilities. The Board's suite of Governance Documentation is appended to this form as follows;

1. Board Governance Manual
2. Board Code of Conduct

3. Board Conflict of Interest Policy
4. Board Competency Framework
5. Audit & Risk Committee Charter
6. Remuneration Committee Charter.

Under the terms of section 14 of the Road Safety Authority Act 2006, the Board consists of a Chairperson and no fewer than 6 and no more than 11 ordinary members. Members of the Board are appointed by the Minister for Transport, Tourism and Sport. The term of appointment may not exceed 5 years.

The Board currently consists of a current membership of a Chairperson and four (4) Ordinary Members, following the expiry of four members' terms in September and October 2019. The respective terms and the dates of the term expirations of the current Board are outlined below:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Dimitris Karagiorgis	21/09/2017		20/09/2020	Board	PAS
Donna Price	08/01/2018		07/01/2021	Ordinary Member	PAS
Gillian Treacy	08/01/2018		07/01/2021	Ordinary Member	PAS
Kevin Goulding	14/08/2017		13/08/2020	Board Member	PAS
Liz O'Donnell	25/11/2014	24/04/2015	24/11/2019	Chair	

3. Person Specification

The Minister for Transport, Tourism and Sport invites applications from suitably qualified candidates for positions on the Board of the Road Safety 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](#).

Candidates must demonstrate in their application, evidence of experience at an appropriately senior level in one of the following areas.

1. Rehabilitation Medicine/Trauma expertise

Candidates applying for this role must possess a medical qualification and be registered or entitled to be registered on the Register of Medical Practitioners in Ireland. They must also have a career history which would demonstrate evidence of experience in dealing with serious injury and rehabilitation following such injury. It would be desirable that candidates have experience in statistical analysis/data collection of serious injury and trauma.

2. Road Traffic Enforcement expertise

Candidates applying for this role must demonstrate evidence of extensive experience in particular in road traffic law enforcement, judicial proceedings, and public policy in respect of road traffic enforcement. It would be desirable that applicants have a relevant professional qualification.

3. Legal Expertise with emphasis on Public Procurement and Supplier/Contract Management

Candidates applying for this role must demonstrate in their application evidence of a relevant professional qualification and extensive experience in at least two or more of the following:

- public procurement,
- negotiation and mediation,
- data protection,
- information security,
- fraud,
- risk management,
- corporate governance,
- employment law, and
- the management of large outsourced public services.

4. Expertise & Experience as an ICT Professional/Chief Information Officer Competence

Given the increased public service delivery remit of the Authority and the increasing ICT complexity, there is a requirement to have a board member who is an ICT professional/CIO with demonstrable experience at an appropriately senior level in a large complex multi-disciplinary environment.

Candidates must demonstrate in their application evidence of experience of at least two or more of the following:

- large scale ICT strategy development and implementation,
- large scale ICT change management programmes,
- social media,
- information provision strategies,
- website, portal and mobile application development using latest technologies,
- CRM implementation,
- data protection,
- information security,
- analytics
- procuring and managing substantial outsourced ICT contracts.

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 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.

Please Note:

Separate to the PAS process outlined below, applicants whose names are forwarded for consideration will be called for interview in the Department of Transport, Tourism and Sport, 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

Appointments to the Board will be for an initial period of up to 5 years with an option to extend the term of engagement for a second term, 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.