



Appointment of a Chairperson and an Ordinary Member to the Board of Sustainable Energy Authority of Ireland

Closing Date: 15:00 on Monday 20th April 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.

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Location:	3 Park Place, Hatch Street, Dublin 2
Number of Vacancies:	1 Chairperson; 1 Ordinary Member
Remuneration:	€11,970 Chairperson; €7,695 Member. (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:	There may be up to 11 Board Meetings per annum depending on the business demands. Meetings are generally held on the last Wednesday of the month and from time to time full day meetings are required. Papers are circulated electronically one week in advance of meetings. Board members may be invited to become members of SEAI Board Sub Committees. Currently there are three such Committees i.e an Audit and Risk Committee, a Performance Management and Remuneration Committee and a Committee on the Support Scheme for Renewable Heat.

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 Sustainable Energy Authority of Ireland was established as Ireland's national energy authority under the [Sustainable Energy Act 2002](#). SEAI's mission is to play a leading role in transforming Ireland into a society based on sustainable energy structures, technologies and practices. To fulfil this mission SEAI aims to provide well-timed and informed advice to Government, and to deliver a range of programmes efficiently and effectively, while engaging and motivating a wide range of stakeholders and showing continuing flexibility and innovation in all its activities.

It is expected that the next five years will be a crucial period for accelerating progress towards sustainable energy and climate change goals. This will entail building on successes to date so as to encourage much wider and deeper engagement across society. The Authority will have a central role in this engagement.

In response to recent policy developments, including the publication of the All of Government Action Plan to Tackle Climate Breakdown and the Draft National Energy and Climate Plan, SEAI has been tasked with an expanded and deepened set of activities in order to achieve its Statutory remit and mission.

2. Functions of the Board

The Board is collectively responsible for the oversight and strategic direction of SEAI in accordance with the Sustainable Energy Act 2002.

Day to day responsibility for the leadership and control of SEAI is delegated to the Chief Executive and his/her management team within defined authority limits, however the Board of SEAI is ultimately responsible for the performance of the organisation. The Board has a formal schedule of matters specifically reserved to it for decision at the Board Meetings which include:

- Approval of the SEAI Strategic Plan and providing overall strategic direction to SEAI as well as monitoring performance against strategic objectives
- Approval of SEAI annual budget and financial statements and ensuring that a balanced true and understandable assessment of SEAI is made when preparing the Annual Report and Annual Accounts
- Oversee the discharge by the Chief Executive Officer, and Management Committee of the day to day business of SEAI
- Ensure the maintenance of a sound system of internal controls, including financial, operational and compliance controls and risk management processes, with appropriate reference to the Code of Practice for the Governance of State Bodies
- Approval of all property leases, major contracts and capital expenditure; and
- Appointment of the Chief Executive.

The "Code of Practice for the Governance of State Bodies" (August 2016) sets out information on State Boards and Directors.

The Board is assisted in the discharge of its responsibilities by the following Committees of the Board:

- Audit and Risk Committee
- Performance Management and Remuneration Committee
- Support Scheme for Renewable Heat (SSRH) Sub Committee.

Further information can be found here <https://www.seai.ie/>.

The current composition of the Board is:-

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Andrew Ennis	14/07/2017		13/07/2022	Board Member	Ministerial appointment following a PAS Process
Ann Markey	14/07/2017		13/07/2022	Board Member	Ministerial appointment following a PAS Process
Joe O'Carroll	28/02/2019		30/10/2023	Board Member	Ministerial appointment following a PAS Process
Julie O'Neill	06/05/2015		05/05/2020	Chair	Ministerial appointment following a PAS Process
Kate Ruddock	16/02/2017		15/02/2022	Board Member	Ministerial appointment following a PAS Process

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Lisa Ryan (Dr.)	06/05/2015	09/05/2018	08/05/2022	Board Member	Ministerial appointment following a PAS Process
Léan Doody	31/10/2018		30/10/2023	Board Member	Ministerial appointment following a PAS Process
Michael Wall	06/05/2015	09/05/2018	08/05/2021	Board Member	Ministerial appointment following a PAS Process
Peter Brennan (Dr.)	06/05/2015	09/05/2018	08/05/2023	Board Member	Ministerial appointment following a PAS Process

3. Person Specification

SEAI is embarking on the development and delivery of a transformative strategy in the context of a rapidly evolving sustainable energy and climate change environment and the expectations of the State and the All of Government Climate Action Plan 2019;

Chairperson

The appointed candidate will:

- Chair the Board of SEAI and ensure that the Board guides, challenges and supports the CEO and executive team to deliver and sustain performance whilst holding them to account in doing so
- Play a central role in overseeing the direction, leadership and corporate governance of SEAI
- Develop a positive relationship with the CEO to facilitate good governance and the delivery of results
- Maintain and grow constructive relationships with SEAI stakeholders, including in particular the Minister for Communications, Climate Action and Environment, the Minister for Public Expenditure and Reform, their respective senior officials and with other Government Departments and State Agencies.
- Be available to offer advice and support to the CEO between Board meetings and , on occasion, to represent the Board with external stakeholders.

Candidates must demonstrate in their application, significant relevant experience and a proven track record at a sufficiently senior level, in two or more of the following:

- Leading a complex organisation/company in the business, public or not for profit sector;
- Developing vision, strategy and/or policy and ensuring its implementation
- Organisational management and improvement including overseeing change management programmes
- A deep understanding of governance, gained through Board level or senior management experience, to give confidence in their ability to lead the Board of a complex organisation
- Excellent communication and influencing skills and the ability to develop and maintain relationships with all relevant stakeholders
- Knowledge of the energy sector and policy developments in Ireland and/or internationally.

Candidate's attention is also drawn to the general details of the role of Chairperson as set out on page 19 of the Code which can be found [here](#). The Principle states:-

- The Chairperson is responsible for leadership of the Board and ensuring its effectiveness on all aspects of its role.
- The Chairperson should display high standards of integrity and probity and set expectations regarding culture, values, and behaviours for the State body and for the tone of discussions at Board level.

Board Member

The Minister for Communications, Climate Action and the Environment invites applications from suitable candidates to fill one position on the Board of SEAI.

The Board currently has a number of members with specific skills and expertise. This requirement is for suitable candidates with skills and competencies in any of the areas listed in Section 10 (3) of the Sustainable Energy Act, 2002 as amended

Candidate must demonstrate in their application evidence of two or more of the following: -

- Experience of communications programmes and/or campaigns targeted at communities, businesses and/or the general public and at getting buy in to transformational change
- Experience at an appropriately senior level in a public, private or not for profit organisation in the energy, environmental or related sectors such as finance, education or transport
- Governance experience at Board or senior management level
- Relevant qualification in management or specialist areas and/or membership of a relevant professional body
- A demonstrable understanding of the challenges posed by climate change and in developing sustainable energy solutions.
- Evidence of strong communications, influencing and leadership skills in current and previous roles.

Conflicts of Interest

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 Chairperson of the Board or 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. Terms 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 up to 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](#).
- 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. Click on "continue".
8. 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.
9. 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.