

Chairperson of the Health and Social Care Professionals Council (CORU)

Closing Date: 15:00 on Monday 21st September 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](#) 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.

Chairperson of the Health and Social Care Professionals Council (CORU)

Location: Dublin

Number of Vacancies: 1 (Chairperson)

Remuneration: €8,978 per annum. Travel and subsistence are payable at the appropriate Civil Service rate.
(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).

Time Requirements: In total approximately 20 days per annum. 10 full-day board meetings per annum, attendance is also required for a number of other meetings including fitness to practice hearings which require approximately 10 days including preparatory work.

1. Background

CORU is the umbrella term used to describe the Health and Social Care Professionals Council, its disciplinary committees and the registration boards established under the [Health and Social Care Professionals Act 2005](#) for the designated professions. It is Ireland’s multi-profession health regulator. Its role is to protect the public by promoting high standards of professional conduct, education, training and competence through statutory registration of the 17 designated health and social care professions.

Clinical Biochemist	*Podiatrist
*Counsellor	*Psychologist
^Dietitian	*Psychotherapist
^Dispensing Optician	^Radiation Therapist
^Medical Scientist	^Radiographer
^Occupational Therapist	*Social Care Worker
^Optometrist	^Social Worker
Orthoptist	^Speech and Language Therapist
^Physiotherapist	

^ professions’ registers open * profession’s registration board in place and working towards statutory regulation

The 2005 Act is being implemented on a phased basis as registration boards and their registers are being established. Twelve registration boards are currently operating for 15 professions.

Further information on CORU is available at www.coru.ie.

2. Functions of the Council

The Health and Social Care Professionals Council oversees and co-ordinates the work of the registration boards to ensure consistency and effectiveness in CORU’s regulatory regime. The Council has collective responsibility to the public in the performance of its duties. The main functions of the Council are to:

- Lead the organisation by providing a strategic direction in the form of five year strategic plans
- Oversee and co-ordinate the activities of the registration boards.
- Oversight of the Corporate Governance of the organisation
- Provide for the administrative support and secretarial assistance to registration boards and their committees.
- Receive applications and make decisions concerning applications that have been refused by the registration boards.
- Enforce standards of practice for registrants of the designated professions, including the code of professional conduct and ethics adopted by their registration boards.
- Establish committees of inquiry into complaints against registrants.
- Make decisions and give directions relating to the imposition of disciplinary sanctions on registrants.
- Advise the Minister for Health, either on its own initiative or at the Minister's request, on all matters relating to the Council's functions under the Act.

Details of the current membership of the Council can be viewed [here](#).

3. Person Specification

The Minister for Health invites applications from suitably qualified candidates for the role of Chairperson of the Health and Social Care Professional Council.

Candidates must not have any conflicts of interest likely to interfere with his/her ability to assume the role of a Board member.

Candidates' attention is 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.

The role of the Chairperson is to provide leadership to Council and the Executive; to guide and direct the governance process and to promote CORU's mission, vision and strategic objectives.

The Chairperson will lead the 29 member Council in delivering on the requirements of the Act and overseeing and co-ordinating the activities of the registration boards for all the professions. S/he will work in co-operation with the CEO, the executive team, the registration boards, committees, government departments and other stakeholders to complete the delivery of the registration, regulation and disciplinary systems for the designated professions.

The ideal candidate will act as an ambassador for Council and will have extensive experience in executive management, leadership, strategy, change management governance and relationship building.

Candidates must demonstrate in their application evidence of :

- Extensive professional leadership experience and have significant accomplishments in either the private, public or not-for-profit sector.
- Proven experience of two or more of the following:
 - executive management,
 - corporate governance,
 - risk management,
 - change management
 - strategic planning
 - Irish healthcare system knowledge/experience
 - Financial management

Desirable

- Sectoral knowledge/experience
- Experience of regulation/operating in a regulatory environment
- Membership of or experience of quasi-judicial board
- Corporate Governance training/qualifications

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 Chairperson of the Council. 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

Under the Act, the appointment to the Council will be for an initial period of 3 – 6 years with an option to extend the term of engagement for a second term, subject to:

- The membership of any member of the Council may be terminated by the Minister at any time, on the basis of reasons to be stated by the Minister.
- The chairperson may resign office at any time by giving to the Council written notice of resignation signed by him or her. The resignation becomes effective on the date of the Council's meeting next held after written notice of the resignation is received by the Council.
- Members of the Council shall, subject to the provisions of Schedule 1 of the Health and Social Care Professionals Act 2005, 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 Council Members are described in the Department of Public Expenditure and Reform's revised Code of Practice for the Governance of State Bodies (2016), which became effective on 1 September, 2016, a copy of which is available at <http://www.per.gov.ie/en/revised-code-of-practice-for-the-governance-of-state-bodies/>
- A Council member shall cease to be a member of the Council 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.
- In line with CORU policy, appropriate induction and ongoing training is provided to Council and registration board members.

5. Submitting your Application

Before submitting your application, please review the self-assessment questionnaire which can be found [here](#). This questionnaire is designed to help you in considering whether to submit an application - 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
 - 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.

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. 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.