

Appointments to the Board of the Irish National Stud Company Ltd.

Closing Date: 15:00 on Wednesday 7th October 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 the Board of the Irish National Stud Company Ltd.

Location:	Kildare
Number of Vacancies:	2
Remuneration:	€8,100. (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 Commitment:	Normally 5 meetings per annum, but additional meetings may be called from time to time usually lasting 2 hours. Estimated 5 board meetings with 2 hours preparation, 2 hours per meeting and 1 hour post meeting – 25 hours per annum would be required in total.

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 Irish National Stud DAC (“I.N.S.”) is a commercial semi-state body, under the aegis of the Department of Agriculture and whose shares are held by the Department of Public Expenditure and Reform. It was incorporated in 1946 to provide leadership in the enhancement of the Irish Bloodstock Industry. Through the purchase of stallions to be offered to breeders at competitive rates the stud has fulfilled this mission for decades.

The thoroughbred industry today employs approximately 29,000 people and makes a direct economic contribution of approximately €1.8 billion to the Irish economy. The stud plays a pivotal role in the provision of bloodstock services such as boarding, foaling and consignment and in servicing the wider needs of this industry.

Allied to bloodstock, the stud has evolved into one of Ireland’s top 25 leading paid tourist attractions welcoming 137,000 people in 2019. All tourism related activity is conducted by the subsidiary company INS Commercial Enterprises.

The stud hosted various dignitaries in recent years including The Duchess of Cornwall and the memorable state visit of HRH Queen Elizabeth II. In 2019 alone the stud hosted delegations in conjunction with DAFM, Enterprise Ireland, Fáilte Ireland, ITBA, HRI, ITM, the Embassies of China, Japan and New Zealand among others.

The Irish Racehorse Experience (IRE) will open this year, this state of the art indoor attraction received funding under Fáilte Ireland Grants Scheme for Large Tourism Projects. The IRE will provide a stage for the Irish racehorse to be showcased and will continue the development of the stud as a world class visitor attraction for the general public and as a centre of excellence and national pride.

The INS world-renowned education program was established in 1971 and provides training for future industry leaders. Over 30 countries have been represented and there are over 1000 graduates spread across the four corners of the globe. This program is the oldest and largest network of graduates in the history of the sport.

Vision

Throughout the decades the scope of the stud has had to evolve. The INS continues to provide breeders with access to stallions and to all types of bloodstock services. It strives to improve and innovate as a showcase for the entire thoroughbred industry, as a horticultural and heritage site of excellence and as a trusted provider of educational opportunities for future industry leaders. It must do so based upon a simple vision.

“We believe in the promotion and protection of the great natural resource of Ireland; the synergy between the land and the people. Our vision is to create the opportunity for every person to connect to it.”

This creation of opportunities must be delivered at every level across the business including but not limited to tourism admissions, students, researchers, racing fans, breeders, community stakeholders, department officials, businesses and ultimately the shareholder.

Mission

“Our mission is to deliver the consumer-focused commercial success required to promote and protect the Irish racehorse, the natural environment and our unique heritage.”

2. Functions of the Board/Board Information

The board of directors of The Irish National Stud DAC and its subsidiary, INS Commercial Enterprises DAC, is collectively responsible for promoting the success of the company by leading and directing the organisation’s activities. It has a strategic function in approving the vision, mission and goals of the organisation.

Additionally, the board is responsible for ensuring compliance with all applicable legislative obligations and establishes a policy-based governance system with ultimate responsibility for ensuring an effective risk management process is in place and regularly reviewed.

It also has a fiduciary duty to protect the company’s reputation, assets and stakeholder investment in conjunction with an internal financial monitoring and control function to ensure the integrity of published financial statements and approval of all major purchases also falls within the remit of the board of directors.

The Irish National Stud Board of Directors consists of a Chairperson and six ordinary members.

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

Current membership of the Board:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Dairine Walsh	31/08/2016	31/08/2018	30/08/2023	Board Member	Ministerial Appointment
Jessica Harrington	19/05/2010	20/05/2018	31/12/2020	Board Member	Ministerial Appointment
John Tuite	25/10/2013	25/10/2018	24/10/2023	Board Member	Ministerial Appointment
Mark Weld	29/10/2013	29/10/2018	28/10/2023	Board Member	Ministerial Appointment
Matt Dempsey	28/02/2013	01/03/2018	28/02/2023	Chair	Ministerial Appointment
Seamus Boyle	25/10/2013	25/10/2018	24/10/2023	Board Member	Ministerial Appointment
Sean Brady (Dr.)	19/05/2010	20/05/2018	31/12/2020	Board Member	Ministerial Appointment

3. Person Specification

The Minister for Agriculture, Food and the Marine invites applications from suitably qualified candidates to fill two vacancies on the Board of the Irish National Stud.

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](#).

Essential

Candidates must demonstrate in their application evidence of extensive experience, at an appropriately senior level in either

- a) The Bloodstock industry with respect to stud, racing, stallions, education and administration experience.

and/or

- b) The Tourism industry with specific respect to the Strategic and Operational delivery of a world class Visitor Attraction.

Desirable:

- Corporate Governance and Compliance
- Community Engagement
- Financial Expertise
- Communications, Marketing and PR
- Risk Management
- Strategic Human Resource Management

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.

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, 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 Code of Practice for the Governance of State Bodies 2016 which is available here [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.

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 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.