

**Appointment of a Chairperson and Members to the Health Research Board**

**Closing Date: 15:00 on Wednesday 18<sup>th</sup> November 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](http://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 of a Chairperson and Members to the Health Research Board

<b>Location:</b>	Grattan House, 67-72 Lr. Mount Street, Dublin 2
<b>Number of Vacancies:</b>	3
<b>Remuneration:</b>	€11,970 Chairperson. Travel and subsistence is payable at appropriate civil service rates.  €7,695 Ordinary 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.
<b>Time Commitment:</b>	The total time commitment, including preparation and attendance at Board meetings, participation in Committees of the Board and appropriate training events, is estimated at 16 days per annum.

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 HRB was established under the Health Research Board (Establishment) Order 1986 (S.I. NO.279 of 1986) as amended by

- the Health (Corporate Bodies) (Establishment) (Orders) (Amendment) Order, 1990 (S.I. NO. 3 of 1990),
- the Health (Alteration of Name and Department and Title of Minister) Order, 1997 (S.I. NO. 308 of 1997),
- the Health Research Board (Establishment) (Amendment) (NO. 2) Order 2002 (S.I. NO.205 of 2002) and the Health Research Board (Establishment) (Amendment) (No.3) Order, 2007 (S.I 305 of 2007).

The HRB is the lead agency in Ireland responsible for supporting and funding health research, information and evidence. The vision of the HRB is - Healthy people through excellent research and applied knowledge.

The HRB is now reaching the end of a five year programme of work designed to deliver on the objectives set out in Research, Evidence. Action. (HRB Strategy 2016-2020) <http://www.hrb.ie/publications/hrb-publication/publications//702/>

A new corporate strategy is currently under development.

### 2. Functions of the Board/Board Information

The role of the Board of the HRB is to provide leadership, set strategy, ensure that the human and financial resources are utilised to achieve objectives, review management performance,

set the HRB's values and standards, ensure that the HRB's obligations to its stakeholders and as a public sector organisation are understood and met.

All members of the Board of the HRB have a duty to:

- to act in good faith in what the Board member considers to be the interest of the HRB;
- to act honestly and responsibly in relation to the conduct of the affairs of the HRB;
- to act in accordance with the provisions of the Health Research Board (Establishment) Order 1986 as amended and exercise his or her powers only for the purposes allowed by law;
- not to benefit from or use the property, information or opportunities gained as a member of the Board and not available to the public or research community in general for his or her own or anyone else's benefit
- to exercise an independent judgment;
- to avoid any conflict between the Board member's duties to the HRB and the Board member's other interests
- to exercise the care, skill and diligence which would be reasonably expected of a person in the same position with similar knowledge and experience as a Board member. A Board member may be held liable for any loss resulting from their negligent behaviour; and
- to have regard to interests of the people of Ireland.

Board members are appointed to bring specific knowledge, skills, experiences and expertise to the deliberations of the Board and its committees and this is only possible if members attend all Board meetings and contribute as appropriate. 100% attendance at all Board and Committee meetings is expected and attendance will be a factor taken into consideration if a board member is available for re-appointment.

The Board of the HRB has two standing sub-committees which are the Audit Committee and the Management Development and Remuneration Committee. Other sub-committees are established as and when the need arises.

Legislative requirements regarding appointments to HRB, Article 5 of S.I. 279 of 1986, as amended stipulates that:

(1) The Board shall consist of 10 members appointed by the Minister.

(2) The Minister shall appoint members who meet at least one of the following criteria :-

- (a) persons with relevant experience in health research or health information systems;
- (b) persons serving in a senior health service position and who have relevant experience in health research or health information or of managing such functions;
- (c) persons with expertise in the use of health research or health information systems for economic development;
- (d) persons with expertise in the use of health research or health information systems from a patient or client perspective;
- (e) persons with outstanding reputations for academic achievement or business or civic leadership.

(3) The Minister shall endeavour to ensure that among the members of the board there is an equitable balance between men and women.

Further information can be found at [www.hrb.ie](http://www.hrb.ie)  
Current membership of the Board

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Bernadette Hannigan (Prof)	05/11/2015		04/11/2020	Board Member	Nominated and appointed by the Minister for Health following PAS Process
Charles Nomand (Prof)	05/11/2015		04/11/2020	Board Member	Nominated and appointed by the Minister for Health following PAS Process
Jane Grimson (Prof)	05/11/2015	05/02/2018	04/11/2020	Chair	Nominated and appointed by the Minister for Health following PAS Process. Appointed Chair 2 February 2018
Mairead Harding (Dr)	18/01/2018		17/01/2023	Board Member	Nominated and appointed by the Minister for Health following PAS Process
Seamus Donnelly (Prof)	15/07/2019		14/07/2024	Board Member	Nominated and appointed by the Minister for Health following PAS Process
Susan Steele (Dr)	18/01/2018		17/01/2023	Board Member	Nominated and appointed by the Minister for Health following PAS Process
Tom Fahey (Prof)	18/01/2018		17/01/2023	Board Member	Nominated and appointed by the Minister for Health following PAS Process
Tracy Cunningham (Dr)	15/07/2019		14/07/2024	Board Member	Nominated and appointed by the Minister for Health following PAS Process

### 3. Person Specification

The Minister for Health invites applications from suitably qualified candidates to fill three positions on the Board of the HRB.

The legislation states that the Minister shall appoint a Chairperson from among the members of the Board. Therefore, as part of this application process, applicants should indicate whether they wish to be considered for the position of Chairperson. If an existing Ordinary Member of

the Board wishes to be considered for the position of Chairperson, he/she must also complete this application process.

### **Chairperson**

Candidate's 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 Chairperson will perform a key role in the development and implementation of effective corporate governance structures in all aspects of the activities of the HRB. He/she will work with the Board, the Chief Executive and the senior management team to ensure that the HRB is managed and developed in line with best international practice. He/she will also interact with the Minister for Health and the Department of Health as required.

The Chairperson of the Board must qualify under one of the areas of required skills/experience listed below (under "Ordinary Members") and/or the statutory criteria for board membership.

In addition, candidates for Chairperson of the Board should have significant experience in one or both of the following:

- Board membership
- Experience of leading/managing an organisation at senior executive level

### **Ordinary Members**

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

The Minister for Health invites applications from suitably qualified candidates who demonstrate evidence of significant senior level experience, knowledge and competency in at least one of the following areas. The required experience, knowledge and competency may be gained in Ireland or overseas.

- **Corporate**

Significant experience at an appropriately senior level in at least one of the following:

- corporate governance and compliance
- strategic planning;
- financial management;
- regulation.

- **Research**

Significant experience at an appropriately senior level in at least one of the following:

- research;
- research policy;
- research funding and commissioning;
- research governance.

- **Information systems**

Significant experience at an appropriately senior level in the development, implementation, or governance of data infrastructure or large information systems, or of data analytics.

- **Health system management**

Significant experience at an appropriately senior level in the management of health and/or social care.

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.

Further, Circular 14/2020 and the Code of Practice for the Governance of State Bodies: Annex of Gender Balance, Diversity and Inclusion set out requirements for gender balance on state boards. State boards are required to achieve a representation of 40% of women and men.

## 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 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 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](http://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](mailto:info@stateboards.ie).

## 6. Assessment Process and Next Steps



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.

Following completion of the assessment process PAS will submit the shortlist of the potential board members and Chairperson to the Department for consideration by the Minister. The Minister will then appoint the board members and Chairperson and will notify PAS of the decision. PAS will notify all applicants of the outcome of their application.

## **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](http://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](http://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.