

Appointments to the Dental Council

Closing Date: 15:00 on Wednesday 2nd December 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 Dental Council

Location:	Dublin
Number of Vacancies:	3
Remuneration:	Nil. Travel and Subsistence is payable at Civil Service rates.
Time Requirements:	4-5 half-day Council meetings per annum which usually take place on Wednesday mornings. Committee meetings are held in advance of Council meetings on a separate day. Newly appointed members will be expected to take an active part in committee meetings (4 half-days). Members of the Fitness to Practise Committee will be required to sit on Inquiries. There are generally 2-3 Inquiries per year, in addition to scheduled committee meetings. As the Dental Council is obliged, under the Dentists Act 1985, to have at least one of the two representatives of dental consumers on every Inquiry it is vital that the people appointed commit to being available to sit on Inquiries. This commitment could be 10-15 days over the five year term, and possibly more, in addition to the ordinary committee meetings

1. Background

The Dental Council, was established under the provisions of the Dentists Act 1985. Its general concern is to promote high standards of professional education and professional conduct among dentists.

2. Functions and composition of the Dental Council

The Board is the Dental Council. Its main functions under the Dentists Act 1985 are:

- To establish, maintain and publish a Register of Dentists and a Register of Dental Specialists and to provide for the registration and the retention of dentists names in these registers.
- To satisfy itself as to the adequacy and suitability of the dental education and training provided in the State's dental schools and to the standards required at examinations for primary qualifications.
- To inquire into the fitness of a registered dentist to practise dentistry on grounds including his alleged professional misconduct or his alleged unfitness to practise by reason of physical or mental disability and to take appropriate action. The Council has power, subject in some instances to confirmation by the High Court to advise, admonish, censure, suspend, attach conditions to registration or erase a dentist's name from the Register.
- To make, with the consent of the Minister, schemes for the establishment of classes of auxiliary dental workers.
- To discharge the duties assigned to the Council pursuant to the provisions of EU Dental Directives.
- To advise the dental profession and the public on all matters relating to dental ethics and professional behaviour.

- To advise the Minister on all matters relating to the functions of the Council under the Act.

The Dental Council has a number of Statutory Committees and it is expected that members will participate in one or more of the following committees: Education and Training, Auxiliary Dental Workers Committee and Fitness to Practise Committee.

The Council also has another standing Committee called the Finance and General Purposes Committee and its membership consists of the President of Dental Council, Vice-President, and the chairs of the three statutory committees. This Committee meets about 7 times per year. Its meetings are generally held in the evening and last for 2 hours.

Programme of work: the Dental Council's plans for the period from 2019-2022 is set out in its Statement of Strategy [which can be found here](#).

The composition of the current Dental Council is as follows:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Bernard Murphy (Dr.)	13/11/2015		12/11/2020	Board Member	Nominated by Election. Appointed by the Dental Council
Brian O'Connell (Prof.)	13/11/2015		12/11/2020	Board Member	Nominated and Appointed by Trinity College Dublin
Bryan Maguire (Dr.)	13/11/2015		12/11/2020	Board Member	Nominated and Appointed by Minister for Education and Skills following PAS process
Christine McCreary (Dr.)	05/12/2018		12/11/2020	Board Member	Nominated and appointed by UCC
Claire Healy (Dr.)	13/11/2015		12/11/2020	Board Member	Nominated and Appointed by Trinity College Dublin
Danielle Colbert (Dr.)	13/11/2015		12/11/2020	Board Member	Nominated by Election. Appointed by the Dental Council
Eleanor O'Higgins (Dr.)	12/01/2016		11/01/2021	Board Member	Nominated and Appointed by Minister for Health following PAS process
Francis Burke (Dr.)	13/11/2010	13/11/2015	12/11/2020	Board Member	Nominated and appointed by UCC
Gerard McCarthy (Dr.)	13/11/2010	13/11/2015	12/11/2020	President	Nominated by election. Appointed by the Dental Council
Gerry Cleary (Dr.)	13/11/2015		12/11/2020	Vice President	Nominated and Appointed by the RCSI
James Doorley	12/01/2016		11/01/2021	Board Member	Nominated and Appointed by Minister for Health after consultation with Minister for Jobs, Enterprise and Innovation, following PAS process
John Barragry (Dr.)	13/11/2015		12/11/2020	Board Member	Nominated and Appointed by the Medical Council
Marie Kehoe-O'Sullivan	18/05/2017		12/11/2020	Board Member	Nominated and Appointed by the Medical Council
Mark Kane	16/07/2018		11/01/2021	Board Member	Nominated and appointed by the Minister for Health following PAS Process

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Muireann O'Neill	12/01/2016		11/01/2021	Board Member	Nominated and Appointed by Minister for Health following PAS process
Niamh Galvin (Dr.)	05/12/2018		12/11/2020	Board Member	Nominated by Election. Appointed by the Dental Council
Ray McCarthy (Dr.)	13/11/2015		12/11/2020	Board Member	Nominated by Election. Appointed by the Dental Council
Rory Fleming (Dr.)	13/11/2015		12/11/2020	Board Member	Nominated by Election. Appointed by the Dental Council
Shona Leydon (Dr.)	29/05/2019		12/11/2020	Board Member	Nominated by Election. Appointed by the Dental Council.

3. Legislative Provisions

The Dentist Act 1985 states that:

9.—(1) The Council shall consist of 19 members appointed in the following manner, that is to say—

(a) two persons appointed by each of the following bodies—

(i) University College Cork, `

(ii) the University of Dublin;

(b) one person appointed by the Royal College of Surgeons in Ireland;

(c) seven fully registered dentists resident in the State appointed by election by fully registered dentists;

(d) two persons appointed by the Medical Council;

(e) one person appointed by the Minister for Education;

(f) four persons appointed by the Minister (*for Health*), at least two of whom—

(i) shall not be registered dentists, and

(ii) shall, in the opinion of the Minister, after consultation with the Minister for Industry, Trade, Commerce and Tourism, represent the interests of the general public as consumers of dental services.

The Council elects one of its members to be President of the Council and another of its members to be Vice-President of the Council.

4. Person Specification

The Minister for Health invites applications to fill three positions on the Dental Council.

Candidates' 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](#).

The roles requires a sense of duty, flexibility and dedication to public service. Applicants should therefore consider whether they are available to engage fully with the work of the Council and sit on the relevant sub-committees.

Candidates must satisfy the criteria under at least one of the following areas.

Interests of the General Public

Applicants must be consumers of dental services and will be appointed following consultation with the Minister for Enterprise, Trade and Employment. Applicants who wish to be considered for this position cannot be registered dentists. They need to be willing and available to serve on the Fitness to Practice Committee and must demonstrate experience which is indicative of the ability to speak on behalf of others and/or to represent consumer interests and/or to evaluate professional performance.

Legal

Candidates must demonstrate in their application evidence of a recognised legal qualification and experience of Regulatory Law which would be of relevance to the Dental Council.

Education and training

Candidates must demonstrate in their application experience at a senior level in a higher level education institution and familiarity with processes of management of academic quality.

Desirable

- Knowledge of the Irish health system, higher education system and research.
- Change management experience/leading change
- Knowledge of corporate governance/previous board experience

The Minister shall have regard to the desirability for gender balance, diversity and inclusion on the Board as the Minister considers appropriate and determines from time to time when making appointments, in line with the updated Code.

5. Term of Appointment

Under the Act, appointments to the Dental Council are for a period of 5 years, Candidates may not have already served more than two consecutive terms on the Dental Council.

The Minister may at any time terminate the appointment of a member of the Council. A member of the Council may resign his membership by giving notice in writing signed by him to the Council, but the resignation shall not become effective until the meeting of the Council next held after receipt of the notice of resignation.

The roles and responsibilities of Dental Council members are described in [Code of Practice for the Governance of State Bodies \(2016\)](#) which is available on the website of the Department of Public Expenditure and Reform.

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.

Work has commenced with a view to preparing a new Bill to replace the Dentists Act 1985. The term of office of the Dental Council will be reviewed as the legislative process progresses.

6. 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.

7. 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.

8. 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.

9. 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.