



**An Roinn Comhshaoil,
Aeráide agus Cumarsáide**
Department of the Environment,
Climate and Communications



Appointment to the Environmental Protection Agency Advisory Committee

Candidate Information Booklet

Closing Date - Friday 18th December 2020

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Appointment to the Environmental Protection Agency Advisory Committee

Location:	Meetings typically take place at one of the Agency Offices
Agency Offices:	Wexford, Dublin, Cork, Castlebar, Kilkenny and Monaghan
Position:	Member of the Environmental Protection Agency Advisory Committee. This is a non-executive role.
Number of Vacancies:	3
Remuneration:	There is no remuneration payable for this role. Travel and subsistence is payable at the relevant Civil Service rates
Time Commitment:	The Committee meets four times per annum for a half day. Preparation time varies depending on the agenda. Committee members will be required to devote as much time as necessary to the duties of the Committee for the proper and efficient discharge of their duties. By applying for this position, it is assumed that the member can meet this time commitment.

1. Background Information on the Environmental Protection Agency

The Environmental Protection Agency was established in 1993 under the Environmental Protection Agency Act 1992 (No. 7 of 1992), as amended. On 1st August 2014, the Radiological Protection Institute of Ireland merged with the Agency. The Agency headquarters are based in Wexford and there are Regional Inspectorates in Dublin, Cork, Kilkenny, Castlebar and Monaghan.

The Agency operates as a non-commercial, regulatory body. It has independence in the performance of certain functions as set out in the 1992 Act, and other relevant legislation. It has responsibility for protecting and improving the environment as a valuable asset for the people of Ireland.

The work of the Agency can be divided into three main areas:

Regulation: implement effective regulation and environmental compliance systems to deliver good environmental outcomes and target those who don't comply.

Knowledge: provide high-quality, targeted and timely environmental data, information and assessment to inform decision-making at all levels.

Advocacy: work with others to advocate for a clean, productive and well-protected environment and for sustainable environmental behaviour.

Further information on the Agency can be found at <http://epa.ie/>

2. Executive Board of the Agency

The Agency is managed by a full time Executive Board, appointed by Government, consisting of a Director General and five Directors. The Board fulfils both the governance and management roles in the organisation.

Its activities are organised into the following five Offices with each Office reporting to a Director:

- Office of Communications and Corporate Services;
- Office of Environmental Enforcement;
- Office of Environmental Sustainability;
- Office of Evidence and Assessment; and
- Office of Radiation Protection and Environmental Monitoring.

The Executive Board is currently comprised as follows:

Director General	Ms. Laura Burke
Director, Office of Communications and Corporate Services;	Mr. Gerard O'Leary
Director, Office of Environmental Enforcement	Dr. Tom Ryan
Director, Office of Environmental Sustainability	Dr. Eimear Cotter
Director, Office of Evidence and Assessment	Dr. Micheál Lehane
Director, Office of Radiation Protection and Environmental Monitoring	Dr. Ciara McMahon

3. Environmental Protection Agency Advisory Committee

The Executive Board of the Agency is assisted by an **Advisory Committee** of up to twelve members as provided for under Sections 27 and 28 of the 1992 Act, as amended. This Act and amendments can be viewed at the following link: [Environmental Protection Agency Act, 1992](#)

The Committee has a wide range of advisory functions under the 1992 Act, including making recommendations to the Agency, or the Minister for Environment, Climate and Communications, relating to the functions of the Agency. The Committee is an important resource for the Agency particularly in relation to emerging issues and matters of scientific and public concern more generally. It also provides an informed, independent perspective on the Agency's activities and is a useful sounding board for new ideas.

4. Appointments to the Advisory Committee

The 1992 Act, as amended, sets out the following arrangements for making appointments to the Committee:

- A. the Director General of the Agency is an ex-officio member and chairperson;
- B. between 1 and 7 members can be appointed by the Minister for Environment, Climate and Communication from nominations from prescribed organisations. Section 27(5) of the Act sets out the broad categories of activity/expertise of organisations that may be prescribed and [S.I. No. 613 of 2015 Environmental Protection Agency \(Advisory Committee\) Regulations 2015](#) sets out the prescribed organisations; and
- C. four members can be selected directly by the Minister for Environment, Climate and Communications.

Current membership of the Committee is set out in Appendix 1.

Expressions of Interest are now being sought by the Minister for Environment, Climate and Communications, for 3 vacancies on this Advisory Committee to be filled under the arrangements at C above – direct Ministerial selection. Please note that the vacancy is not on the Executive Board of the Agency.

5. Functions of the Committee

The functions of the Committee are set out in Section 28 of the 1992 Act, as amended, available at the link in Section 3 above.

6. Person Specification

The Minister for Environment, Climate and Communications, invites expressions of interest from suitably qualified and experienced persons for appointment as a member of the Environmental Protection Agency Advisory Committee. Candidates must clearly demonstrate, in their application, evidence of significant and relevant experience in the following areas:

- Demonstrable leadership experience in an area of relevance to the Agency; and/or
- Demonstrable competencies, knowledge and experience relevant to the functions of the Committee; and
- An understanding of the general public sector operating environment.

In addition, one or more of the following is desirable:

- An understanding of the objectives, challenges and operating environment of the Agency and its relationships with key stakeholders;
- An understanding of relevant legislation and other rules pertaining to the Agency; and
- Corporate governance knowledge and experience including any previous experience on Boards or Committees.

The Minister shall have regard to the desirability for gender balance on the Committee, as the Minister considers appropriate and determines from time to time, when making appointments.

7. Term of Appointment

The term of appointment will be for a period of 3 years subject to the relevant provisions of Section 27 of the 1992 Act, as amended. In particular, the following will apply:

- A member of the Advisory Committee may resign from office by letter addressed to the Minister for Environment, Climate and Communications.
- The Minister for Environment, Climate and Communications, may remove a member of the Committee from office if in the opinion of the Minister, the member has become incapable through ill health of effectively performing his/her duties or for stated misbehaviour or his/her removal appears to the Minister to be necessary or desirable for the effective performance by the Advisory Committee of its functions.
- A member of the Committee whose term expires by the effluxion of time shall be eligible for reappointment.
- A Committee member shall cease to be a member of the Committee if he/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.

8. Assessment Process

An Assessment Panel will be convened by the Department of Environment, Climate and Communications, to consider and assess the expressions of interest received

The Panel will:

- Review and discuss the expressions of interest received against the Person Specification set out in Section 6 of this booklet having regard to the optimal balance of skills and experience most beneficial to the work of the Committee at this time.
- Assess potential candidates further once they meet the Person Specification, set out in Section 6 of this booklet, by undertaking any or all of the following steps:
 - Consideration of the written applications; and/or
 - A meeting or conference call with the potential candidate; and/or
 - Referee check; and/or

- Any other selection or verification method deemed appropriate.
- Arrive at a shortlist of suitable candidates to be sent forward for consideration by the Minister for Environment, Climate and Communications. Please note that any expenses incurred as part of the selection process will be the responsibility of the candidate.

9. Submitting your Expression of Interest

Your expression of interest for appointment to the Environmental Protection Agency Advisory Committee should be emailed to EPACCommittee@DECC.gov.ie no later than **3pm on Friday 18th December 2020** accompanied by:

- i. Covering letter (no more than 2 pages); and
- ii. Curriculum Vitae.

Please insert *EPA Advisory Committee – Expression of Interest* in the subject line.

Please take care when submitting your expression of interest to ensure that the Assessment Panel is as informed as possible as to your suitability for appointment to this Committee. As the Assessment Panel will generally make its recommendations based on consideration of the documentation submitted, it is most important that you ensure that your covering letter and supporting Curriculum Vitae clearly specifies how your particular background and experience meets the person specification in Section 6 of this booklet.

Please give careful consideration to the possibility of any potential conflict of interest that may exist and address this in your covering letter. The Assessment Panel may decide, based on the perceived level of conflict, not to forward your name for consideration.

10. Confidentiality

Subject to the provisions of the Freedom of Information Acts, 2014, applications and proceedings will be treated in strict confidence. All enquiries, 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 information, not specific to any individual, may however be extracted for general statistical purposes.

11. Data Protection

Assessment of your application will be managed by the Department of Environment, Climate and Communications. By submitting your personal data for consideration under this assessment process (including your name, address, contact details and details of your education and work history contained in your curriculum vitae and covering letter and any additional supplementary information requested as part of the application process), you acknowledge that such data may be used by the Department of Environment, Climate and Communications and those directly involved in the assessment process to assist and advise the Minister in relation to the appointment to the Advisory Committee.

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 of the successful candidate. For further information on the Department of **Environment, Climate and Communication, Data Protection policy, please see the Department of Environment, Climate and Communications, Data Privacy Notice**

<https://dcaae.cloud.gov.ie/KnowledgeBase/GDPR/Content/Shared Documents/DCCAE Privacy Statement.pdf>

12. Questions on Process

If you have any questions regarding the application process, please email

[**EPACommittee@DECC.gov.ie**](mailto:EPACommittee@DECC.gov.ie)

Canvassing by candidates or other persons will result in disqualification/your application receiving no further consideration.

Appendix 1

Current Membership of the Environmental Protection Agency Advisory Committee

Name	Expiry of term	Basis of Appointment
Ms. Laura Burke, Director General of the EPA - Chair	-	Ex-officio
7 Vacancies		Seven members can be appointed by the Minister from Prescribed Organisations
Aebhín Cawley 3 Vacancies	30 June 2022	Ministerial Selections