



Appointment to the Board of the Pre-Hospital Emergency Care Council

Closing Date: 15:00 on Friday 9th of April 2021

**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.

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Location:	Naas
Number of Vacancies:	1
Remuneration:	N/A
Time Requirements:	Ten to twelve half days are required for Council meeting attendance; a full day may be necessary if Council business so requires. A half-day preparation can be expected for each meeting, which includes reading Council papers, which average 180 pages. Council is advised and assisted by Committees of Council and working groups, which consist of both Council members and health industry and community partners. Most Council members can expect to serve on at least one or more committees during their tenure, and may be asked to chair a committee. Meeting frequency varies per committee, however members can expect an average of four half-day committee meetings per year. An additional half-day preparation time is required per committee meeting. The terms of reference of the committees, which detail specific attendance requirements and meeting frequency, can be found on the PHECC website .

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 Pre-Hospital Emergency Care Council (PHECC) is an independent statutory agency with responsibility for standards, education and training in the field of pre-hospital emergency care. PHECC also maintains a statutory register of EMS practitioners. The Pre-Hospital Emergency Care Council protects the public by independently specifying, reviewing, maintaining and monitoring standards of excellence for the safe provision of quality pre-hospital emergency care.

The Pre-Hospital Emergency Care Council was established as a body corporate by the Minister for Health under S.I. 109 of 2000, which was amended by S.I. 575 of 2004. These Orders were made under the Health (Corporate Bodies) Act, 1961 and brought under primary legislation by the Health (Miscellaneous Provisions) Act 2007.

2. Functions of the Board

The principal functions of the Council are:

- To ensure training institutions, course content and examinations reflect pre-hospital emergency care contemporary best practice;
- To ensure pre-hospital emergency care responders and practitioners achieve and maintain competency at the appropriate performance standard;
- To prepare and promote the implementation of clinical practice guidelines in pre-hospital emergency care;

- To source, sponsor and promote relevant research to guide the Council in the development of pre-hospital emergency care in Ireland;
- To prepare standards of operation for pre-hospital emergency care providers to support best practice;
- To establish and maintain a register of pre-hospital emergency care practitioners;
- To conduct inquiries into allegations of professional misconduct or unfitness to practice on the part of registered practitioners;
- To recognise those pre-hospital emergency care providers to implement the clinical practice guidelines.

Current membership of the Board:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Aidan O'Brien	24/08/2020		23/08/2024	Board Member	Nominated by Order of Malta Ireland, Irish Red Cross and St John Ambulance Ireland. Appointed by the Minister for Health following assessment through PAS.
Conor Deasy (Dr)	30/06/2016	30/06/2020	29/06/2024	Board Member	Nominated by the HSE. Appointed by the Minister for Health
David Menzies (Dr)	06/12/2016	16/12/2020	15/12/2024	Board Member	Nominated and appointed by Minister for Health following PAS Process
Dennis Keeley	24/08/2020		23/08/2024	Board Member	Nominated by Dublin Fire Brigade-RCSI. Appointed by the Minister for Health following assessment through PAS.
Don Brennan	16/12/2020		15/12/2024	Board Member	Nominated by SIPTU. Appointed by the Minister for Health
Fiona McDaid	06/12/2016	16/12/2020	15/12/2024	Board Member	Nominated and appointed by Minister for Health following PAS Process
Hillery Collins	06/12/2016	16/12/2020	15/12/2024	Board Member	Nominated by SIPTU, Appointed by the Minister for Health
Jacqueline Burke (Dr)	06/12/2016	16/12/2020	15/12/2024	Chairperson	Nominated and appointed by the Minister for Health following PAS Process
Jason van-der Velde (Dr)	15/02/2017	15/02/2021	14/02/2025	Board Member	Nominated and appointed by Minister for Health following PAS Process
Jimmy Jordan	29/06/2017		28/06/2021	Board Member	Nominated by SIPTU, Appointed by the Minister for Health
Niamh Collins (Dr)	30/06/2020		29/06/2024	Board Member	Nominated and appointed by the Minister for Health following PAS Process
Patrick Fleming	06/12/2016	16/12/2020	15/12/2024	Board Member	Nominated and appointed by Minister for Health following PAS Process
Tess O'Donovan	30/06/2016	30/06/2020	29/06/2024	Board Member	Nominated by the HSE. Appointed by the Minister for Health
Tomás Barry (Dr)	15/02/2021		14/02/2025	Board Member	Nominated and appointed by the Minister for Health following a PAS Process
William Merriman	30/06/2020		29/06/2024	Board Member	Nominated by the HSE. Appointed by the Minister for Health

3. Person Specification

The Minister for Health invites applications from suitably qualified candidates to fill one vacancy on the Pre-Hospital Emergency Care Council.

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 or experience in the following areas:

In line with article 5 (1) (h) of the Pre-Hospital Emergency Care Council (Establishment) Order, 2000, (SI 109 of 2000), applicants must be persons with a special interest or expertise in pre-hospital emergency care. Persons who could fit this profile includes, but is not limited to:

- senior managers within the health family with an interest in pre-hospital emergency care
- persons who have, or have had, involvement in pre-hospital emergency care including in education, research, or the governance of a body within the health family
- PHECC registrants
- Registered health care professionals with an interest in pre-hospital emergency care
- Other professionals with an interest in pre-hospital emergency care, for instance legal, communications or public service professionals

In addition to the above it is also essential that candidates demonstrate evidence of two or more of the following:

- Corporate governance experience (including previous board expertise);
- Accountancy/audit/finance experience.
- Experience of executive management and risk management;
- Experience of regulation and/or operating in a regulatory environment;
- Knowledge/experience of HR;
- Senior level experience in change management and strategic planning

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.

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.

[Statutory Instrument 109 of 2000](#) providing for the establishment of the Pre-Hospital Emergency Care Council sets out Council membership and states:

- 5(1) The membership of the council shall consist of not more than seventeen persons who shall be appointed by the Minister as follows -
- (h) Three shall be persons with a special interest or expertise in prehospital emergency care (one vacancy as at 15 February 2021)

4. Term of Appointment

Appointments to the Council will be for an initial period of 4 years with an option to extend the term of engagement for a second term, subject to:

- In line with legislation establishing the Pre-Hospital Emergency Care Council, 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. A member of the Council may resign his or her membership by giving notice in writing signed by him or her 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.
- Members of the Council shall hold office upon such terms and conditions as the Minister may determine, with the consent of the Minister for Public Expenditure and Reform
- The roles and responsibilities of Council Members are described in the revised Code of Practice for the Governance of State Bodies, 2016 which is available on the website of the Department of Public Expenditure & Reform (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 Section 6 (c) of Statutory Instrument 109 of 2000 establishing the Pre-Hospital Emergency Care Council, and guidance on the terms of appointment for members of State Bodies as set out in the Code of Practice for Governance of State Bodies, no person shall hold office as a member of the Council for more than two consecutive terms of office.
- Council Members are required to devote as much time to the duties of the Council as necessary for the proper and efficient discharge of their duties. This includes preparation for Council meetings, and may include committee/stakeholder meetings, events and ad hoc meetings as required.

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.

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.
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.