

Appointment as Chairperson of An Bord Iascaigh Mhara

Closing Date: 15:00 on Friday 13th August 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. PAS also has responsibility for providing 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.

Appointment as Chairperson to An Bord Iascaigh Mhara

Location:	Dun laoghaire, Co Dublin
Number of Vacancies:	1
Remuneration:	€11,970
Time Requirements:	11 meetings per annum. Successful candidate may be invited to sit on the Audit & Risk Committee or the Training & Development sub-committee of the Board. The role of Chair is not an operational one, but the successful individual must have the time availability to commit to the organisation. This is expected to be 30–35 days a year.

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

Bord Iascaigh Mhara (BIM), the Irish Sea Fisheries Board, is the Irish State agency with responsibility for developing sustainable Irish Sea Fishing and Aquaculture industries. BIM was established under the Sea Fisheries Act 1952.

BIM provides a range of services including advisory, financial, technical, developmental and training supports to all sectors of the Irish seafood industry. BIM's primary objective is, in line with Government policy, to expand the volume, quality and value of output from the seafish and aquaculture sectors by focusing on the opportunities for growth in these sectors.

BIM Mission Statement is 'to support and enable an increase in value creation of an Irish sustainable seafood sector, across the supply chain, from catch to consumer.'

BIM Statement of Strategy Enabling Sustainable Growth 2018-2020 aims to enhance the competitiveness of the Irish seafood sector focusing on the following five key strategic priorities: Sustainability, Skills, Innovation, Competitiveness and Leadership.

Additional information and updates on Bord Iascaigh Mhara (BIM) can be obtained online from:

www.bim.ie

www.facebook.com/BordIascaighMhara

twitter@BordIascMhara

instagram.com/bordiascaighmhara

2. Functions of the Board

The BIM Board consists of a Chairperson and 5 members. The Board oversees the implementation of BIM's strategy and the Governments strategy for the seafood sector. The Board helps support BIM in its role of developing the Irish seafood sector in line with

Government Strategy for the seafood sector. The main remit of BIM is to help grow the Irish seafood sector. To this end the Board will approve industry initiatives including grant-aid to the seafood sector. In addition they review internal controls, approve the Annual Report, review significant capital investments and delegate authority to BIM Management for the executive role of managing the company on a daily basis. The Board also approves the annual work programmes which help implement the BIM strategy and Government Strategy. The Board has one sub-committee i.e. the Audit Committee which will include some of the Board members and is chaired by a person other than the Chairman of the main Board.

The following matters are reserved functions of the Board:

- Strategic Plan
- Production of the Annual Report and Financial Statements
- Treasury Policy
- Delegated Authority Levels, Treasury Policy and Risk Management Policies
- General Tendering and Purchasing Procedures
- Review of Effectiveness of System of Internal Control
- Approval of Annual Budgets and Corporate Plans
- Approval of the Terms of Major Contracts
- Approval of significant fixed assets expenditure items (all such items must be in line with procurement guidelines).
- Significant Acquisitions, Disposals and Retirement of assets of the BIM or its subsidiaries
- Compliance with Statutory and administrative requirements in Relation to the Approval of the Number, Grading, and Conditions of Appointment of all Staff
- Major Investments and Capital Projects
- Code of Conduct
- Protected Disclosure Oversight
- Disaster Contingency Plans
- Assessment of Performance of, and succession planning for, the Chief Executive

Chairperson

The Chairperson leads the Board in the determination of its strategy and in the achievement of its objectives. The Chairperson is responsible for organising the business of the Board, ensuring its effectiveness and setting its agenda. The Chairperson facilitates the effective contribution of all Board Members and constructive relations between the Chief Executive and the other Board Members and ensures that Board Members receive relevant, accurate and timely information.

The role of Chairperson is not an operational one, but the successful individual must have the time availability to commit to the organisation. This is expected to be 30–35 days a year.

The Chairperson will:

- Provide leadership to the Board.
- Ensure that meetings are managed and that the responsibility of the Board is discharged
- Take particular care that the Board observes the principles of good governance, specifically the Code of Practice for the Governance of State Bodies 2016
- Through leadership of the Board, play a key role in the strategic direction of the organisation, but is not to be drawn into the day-to-day executive management
- Ensure compliance with the delineation of the Board and Executive roles
- Lead a periodic review by the Board of its own effectiveness

Some of the Activities include:

- Chairing Board, attending some board subcommittee meetings and related preparation
- Meetings with Chief Executive in advance of Board meeting
- Advisory time with Chief Executive
- Regular meeting(s) with Minister for Agriculture, Food & the Marine
- Engagement with Department in strategic planning cycle for the seafood sector eg review of the Common Fisheries Policy, delivering EU and national funding, Food Wise 2025 strategy (Agri Food Strategy 2030) etc.
- Industry Conferences, workshops
- Meetings with agri-food and fisheries industry representatives

Membership of State Boards

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Members of State Boards are appointed to act on behalf of citizens to oversee the running of the affairs of State Bodies. State Bodies must serve the interests, of the tax payer, pursue value for money for their endeavours (including managing risk appropriately), and act transparently as public entities. Members of State Boards and the relevant management team are responsible for the proper management of the organisation.

The roles and responsibilities of the Chairperson are set out in the Code of Practice for the Governance of State Bodies 2016 which is available on the website of the Dept of Public Expenditure.

<http://www.per.gov.ie/en/revised-code-of-practice-for-the-governance-of-state-bodies/>

Current composition of the Board:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Jean Callanan	19/11/2020		18/11/2023	Board Member	
Kieran Calnan	13/06/2012	13/06/2018	12/06/2021	Chair	Appointed by the Minister
Lisa Vaughan	21/06/2016	19/06/2019	18/06/2022	Board Member	Re-appointed by the Minister
Marie Gleeson-Prior	19/11/2020		18/11/2023	Board Member	
William Deasy		19/11/2020	18/11/2023	Board Member	

3. Person Specification

The Minister for Agriculture, Food and the Marine invites applications from suitably qualified candidates for consideration for appointment to the role of Chairperson of Bord Iascaigh Mhara.

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.

Candidates must not have any conflicts of interest likely to interfere with his/her ability to assume the role of a Board member.

The Chairperson of Bord Iascaigh Mhara is responsible for leadership of the Board and ensuring its effectiveness on all aspects of its role. Compliance with the Code of Practice for the Governance of State Bodies is a must – the Chairperson must 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.

The Chairperson will have a key role in providing support for the future strategic growth of the seafood industry and in providing direction for the marketing and promotion of Irish seafood at home and overseas. It is expected that appointees, although perhaps actively involved in a particular sector, will have the capacity to take an overall perspective and to act and decide on issues in the best interest of Bord Iascaigh Mhara and of the fisheries sector as a whole.

Essential

Candidates must demonstrate in their application evidence of the following:

- A successful executive career, at an appropriately senior level, in a relevant organisation
- Experience of effectively leading organisations in a challenging and complex environment
- A proven record of achievement at an appropriately senior level that demonstrates the necessary vision, leadership and management skills, and personal resilience to act as Chair of State Agency
- Excellent communication and interpersonal skills, ability to build strong relationships between Board members and Executive management
- Significant experience of strategy formulation, supervision and execution

Desirable:

- An understanding of the seafood development or marine sector in Ireland, the wider agri-food sector, industry development, with an ability to understand new opportunities for the sector and coastal communities.

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 Chairperson 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.

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.

4. Term of Appointment

Appointments to the Board will be for an initial period of 3 years with an option to extend the term of engagement for a second term of up to 3 years, 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 application - 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. Click on "continue".
8. 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.
9. 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.