



**Appointments to the Board of the Pensions Council
Closing Date: 15:00 on Wednesday 22nd September 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.

Appointments to the Board of the Pensions Council

Location:	The Pensions Authority, Verschoyle House, 28-30 Lower Mount St, Dublin 2, D02 KX27. Alternative arrangements may be made to hold online or facilitate members joining virtually.
Number of Vacancies:	4
Remuneration:	N/A
Time Requirements:	Under its Rules of Procedure, the Council shall meet at least six times per year on such days and times as the Council may decide in advance. Noted that the Council may meet more frequently, typically up to twelve times annually. Approximately 7 working days per annum (approximately 33 hours per annum to attend meetings plus 22 hours per annum to read and prepare documents). Draft opinions for discussion in the Council are prepared by members, working alone or with others. The time involved in any such task may be up to ten hours in some cases. The Council may establish sub-groups. Occasional working groups may be set up to liaise with third parties on pension research. Participation on such groups is optional.

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 Minister for Social Protection, Heather Humphreys, T.D., invites expressions of interest from suitably qualified and experienced persons as ordinary members on the Pensions Council. These are unpaid positions.

The Pensions Council was established in 2015 and operates under the aegis of the Department of Social Protection. The Pensions Council provides the Minister for Social Protection with advice, information and assistance in relation to the development of pensions policy as requested or on its own initiative.

Under its Rules of Procedure, the Council shall meet at least six times per year on such days and times as the Council may decide in advance. Noted that the Council may meet more frequently, typically up to twelve times annually. Meetings may take place in the offices of the Pensions Authority on Lower Mount Street, Dublin 2 or via video conference online. The Code of Practice for the Governance of State Bodies includes a description of the role and

responsibilities of boards and members of State Bodies which proposed applicants should take account of before submitting an Expression of Interest.

2. Functions of the Board

The legislative measures in relation to this body were provided for in the Social Welfare and Pensions (Miscellaneous Provisions) Act, 2013. As set out in the Act, the functions of the Pensions Council will be to advise the Minister, either on its own initiative or at the Minister's request, on matters relating to pensions generally.

The Pensions Council consists of a Chairperson and no fewer than 8 and no more than 12 ordinary members all appointed by the Minister for Social Protection. The post of Chairperson is designated by the Minister for Social Protection.

Within the numbers appointed to the Pensions Council and as provided for in the legislation, the Pensions Council is composed of the following members:

- the Pensions Regulator,
- a representative of the Department of Social Protection,
- a representative of the Central Bank nominated by the Minister for Finance
- a representative of the Department of Public Expenditure and Reform, and
- not fewer than 4, and not more than 8, other members, each of whom the Minister considers to have the relevant skills, specialist knowledge, experience or expertise to enable him or her to carry out his or her functions under this Act.

A member of the Pensions Council may resign from the Pensions Council by letter addressed to the Minister, and the resignation shall take effect on the date specified in the letter, or the date on which the Minister receives the letter, whichever is the later.

A member of the Pensions Council may at any time be removed from membership of the Pensions Council by the Minister if, in the Minister's opinion, the member has become incapable through ill health of performing his or her functions, or has committed stated misbehaviour, or his or her removal appears to the Minister to be necessary for the effective performance by the Pensions Council of its functions.

Finally, a member of the Pensions Council shall cease to be and shall be disqualified from being a member of the Pensions Council where such member, is

- adjudicated bankrupt,
- makes a composition or arrangement with creditors,
- on conviction on indictment by a court of competent jurisdiction is sentenced to a term of imprisonment,
- or is disqualified or restricted from being a director of any company (within the meaning of the Companies Acts).

The Minister determines the procedures of the Pensions Council.

As set out in the Act, the functions of the Pensions Council will be to advise the Minister for Social Protection, either on its own initiative or at the Minister's request, on matters relating to pensions generally. Therefore Council members are expected to play an active role in formulating the Council's advice to the Minister on pension issues.

The Minister determines the procedures of the Pensions Council and Council members are expected to abide by these procedures. The Council's Rules of Procedure are available on its website. Council members are also expected to abide by the Council's Code of Conduct and relevant Disclosure of Interests procedures that are also available on the website.

The Council may establish sub-groups and shall agree the terms of reference and composition, of any such groups. At the discretion of the Council, sub-groups may include non-members of the Council. Membership of such sub-groups is optional and would be agreed with the Chairperson.

Where the Council commissions research or expert advice a working group may be established to liaise with third parties. Membership of such working groups is optional and would be agreed with the Chairperson.

Suitability to serve as a member of the Pensions Council will be considered in line with the candidate's experience in each of the following general competency areas:

Analytical strategic perspective:

- An ability to take a broad perspective on pension related issues and to analyse information and put forward options for consideration
- Integrity and a focus on governance:
- A strong sense of ethics, integrity and good governance with a good understanding of what may constitute or be seen as a conflict of interest and acts to avoid or address key issues of conflict interest and an appreciation of the state and the public as key stakeholder.

Teamwork:

- An ability to work effectively with others as part of the Pensions Council and to work with people with different perspectives to identify common ground and mutually acceptable solutions to problems.
- Communication:
- The ability to communicate clearly orally and in writing.
- Financial literacy:
- An ability to understand broad financial and pension data.

Points which will be considered in filling of vacancies to the Pensions Council

Decisions in relation to appointments to the Pensions Council will be to ensure a broad range of expertise is available to the Council.

Such requirements for specific expertise may require specific targeting of persons to ensure the Council contains:

1. Sufficient representation of consumer interest.
2. Persons with a proven track record in the area of pension policy.
3. Persons with a proven track record in the area of pension provision.
4. Persons with a proven track record acting as a trustee of a pension scheme.
5. Persons with experience of an outward perspective on the needs of major stakeholders.
6. Persons with the ability to devote sufficient time to the role.
7. A gender balance in line with the provision of the governing legislation and other relevant

Current composition of the board:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Brendan Kennedy	03/02/2015	03/02/2020	02/02/2025	Ordinary Member	Ministerial Appointment
Deirdre Cummins	10/06/2019		09/06/2024	Ordinary Member	Ministerial Appointment
Eoin Dormer	03/02/2020		02/02/2025	Ordinary Member	Ministerial Appointment
Joanne Roche	10/06/2019		09/06/2024	Ordinary Member	Ministerial Appointment
Munro O'Dwyer	03/02/2020		02/02/2025	Ordinary Member	Ministerial Appointment
Roma Burke	03/02/2015	03/02/2020	02/02/2025	Chairperson	Ministerial Appointment
Roshin Sen	03/02/2020		02/02/2025	Ordinary Member	Ministerial Appointment
Stephen Gillick	03/02/2020		02/02/2025	Ordinary Member	Ministerial Appointment
Tim O'Hanrahan	10/06/2019		09/06/2024	Ordinary Member	Ministerial Appointment

3. Person Specification

The Minister for Social Protection invites expressions of interest from suitably qualified and experienced persons as ordinary members on the Pensions 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](#).

The Government requires the highest standard of probity and integrity from all who are nominated to serve on organisations established under the aegis of the Department.

Essential:

Specifically in relation to pensions, candidates should have one or more of the following:

- Knowledge and experience in one or more of the main pension areas, (State, occupational or other private pension vehicles).
- An ability to take a broad perspective on pension issues in the context of pension regulation or consumer regulation.
- Knowledge and experience of older people's issues
- A strong customer focus

Desirable:

In addition to the general competencies outlined above, the candidate's experience in one or more of the following areas is considered desirable for appointment to the Pensions Council:

- Employer and/or workplace experience with reference to pensions
- Trustee responsibilities
- Actuarial expertise with reference to pensions
- Pension law
- International pensions 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.

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.

4. Term of Appointment

- Ordinary members of the Pensions Council will be appointed by the Minister for Social Protection in accordance with S.26B¹ of the Pensions Act, 1990, as amended. As inserted by Section 29 of the Social Welfare and Pensions (Miscellaneous Provisions)
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Act 2013 - [Social Welfare and Pensions \(Miscellaneous Provisions\) Act 2013, Section 29 \(irishstatutebook.ie\)](#)

- An ordinary member of the Pensions Council shall hold office for such period, not exceeding 5 years from the date of his or her appointment, as the Minister shall determine.
- 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](#).

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.