



Appointment as Chairperson to the Board of the Irish Blood Transfusion Service

Closing Date: 15:00 on Thursday 14th October 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 the Board of the Irish Blood Transfusion Service

Location:	National Blood Centre, James's Street, Dublin 8
Number of Vacancies:	1
Remuneration:	€11,970. It should be noted that in line with the 'One Person One Salary' principle, no public servant will be entitled to receive remuneration in the form of board fees, save for situations that are statutorily provided for e.g. Worker Directors. Travel and subsistence is payable at appropriate civil service rates.
Time Requirements:	The Board meets on average 6 times a year. The Performance Development Committee of which the Chairperson is a member meets a minimum of 3 times a year. Meetings are half day in duration. Additional time is required for ad hoc meetings, additional meetings with the CEO, preparation time, reading time etc. This can vary but typically will be 4 hours per month. In addition, the IBTS holds donor awards ceremonies which the Chairperson attends (subject to public health guidance). Typically there are between 6 and 8 per 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

The Blood Transfusion Service Board was established in 1965 under the Blood Transfusion Service Board (Establishment) Order 1965. The organisation changed its name from the Blood Transfusion Service Board to the Irish Blood Transfusion Service (IBTS) in 2000.

The IBTS is the national organisation responsible for collecting, processing, testing and distributing blood and blood products in Ireland. Providing a high quality and safe supply of blood, blood components and blood products for patients is a critical part of modern health care systems. The IBTS has an increasingly important role in the production of stem cells, and processing of other biological materials for clinical use. It is funded through the charging of hospitals for its products and services at a price agreed with the Department of Health.

The IBTS's primary decision-making body is the Executive Management Team. The organisation of work is carried out through a number of functions organised on a national basis, i.e. Operations, Medical, Quality and Compliance, Human Resources and Finance.

Its headquarters is located in the grounds of St James's Hospital in Dublin which is the main testing and processing centre. It also has a processing centre in Cork and collection teams in Dublin, Cork, Carlow, Limerick, Ardee and Tuam with fixed donation clinics in Dublin and Cork.

The IBTS operates within a highly regulated environment similar to that applicable in the biopharmaceutical industry. A safe and secure transfusion service is assured by close collaboration between the IBTS and clinicians in managing the aspects of the transfusion

process for which they are responsible. Increasingly the IBTS is developing new roles in supporting and delivering cellular therapies, and it is expected that this work will form a larger part of its activity in the future.

2. Functions of the Board

As a Non-Commercial State Agency, governance arrangements for the IBTS are set out in the revised Code of Practice for the Governance of State Agencies. The responsibility for governance of the IBTS falls on the Board. There is a clear delineation of roles and responsibilities between the Board and the Executive.

To assist the Board in carrying out its functions there are a number of sub-committees which deal with specific aspects of the business of the organisation i.e.:

- Medical and Scientific Advisory Committee;
- Finance Committee
- Audit, Risk and Compliance Committee;
- Performance Development Committee; and
- Research and Development Committee.

Members of the Board perform key roles in relation to the direction, leadership and corporate governance of the IBTS. Board members work with the Chair of the Board, the Chief Executive and the senior management team to ensure that the blood service is managed and developed in line with best international practice.

Functions of the Board include:

Governance

- Drafting/amending terms of reference for sub-committees of the Board
- Appointment of Board nominees to the IBTS Superannuation Scheme Board of Trustees
- External appointments to sub-committees of the Board
- Internal Audit activities
- Approval of Medical Policy
- Regulatory and Compliance
- Risk Management
- General Governance matters
- Code of Conduct for Employees

Strategic

- Approval of the IBTS Strategic Plan
- Policy on activities that the IBTS should carry out
- Senior Management Structure

Financial

- IBTS Budget
- Approval of Audited Accounts
- Capital Expenditure Programmes in excess of €2m annually
- Funding of the IBTS Superannuation Scheme

Human Resources

- Appointment of the Chief Executive
- Appointment of the Medical and Scientific Director
- Evaluation of Chief Executive's performance

Legal

- Contracts for supply of goods or services of a value exceeding €2m annually
- Approval of Service Level Agreements with hospitals
- Litigation involving organisation liability for transfusion transmitted infection

The role of a Board Member is to

- attend meetings;
- read papers in advance of meetings;
- ask questions;
- contribute to the discussions;
- participate in decision making;
- bring matters of concern to the attention of the Board and/or Chairperson;
- respect the confidentiality of the Board's deliberations;
- adhere to the Board's Code of Conduct; and
- accept the Board's collective responsibility in regard to decisions made by the Board.

A Board member has a responsibility to

- determine and oversee the implementation of Board policy;
- approve the strategic objectives of the organisation;
- provide strategic guidance and support to the Chief Executive;
- monitor the attainment of strategic objectives;
- review and approve internal control systems;
- review and approve systems of risk management;
- review and approve systems of regulatory compliance;
- review and approve codes of conduct;
- evaluate and monitor their individual and collective performance; and
- make decisions in the honest belief that they are acting in the best interest of the organisation as a whole

Current composition of the Board:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Linda Hickey	14/02/2013	03/10/2018	02/10/2021	Chair	Nominated and appointed by the Minister for Health following PAS Process
Brian O'Mahony	01/06/2012	20/07/2021	19/07/2023	Board Member	Nominated and appointed by the Minister for Health
David Gray	05/03/2019		04/03/2022	Board Member	Nominated and appointed by the Minister for Health following PAS Process
Deirdre Cullivan	20/07/2015	20/01/2021	19/07/2023	Board Member	Nominated and Appointed by the Minister for Health

Deirdre-Ann Barr	05/03/2019		04/03/2022	Board Member	Nominated and appointed by the Minister for Health following PAS Process
Dr Sarah Doyle	20/08/2018	20/08/2021	19/08/2024	Board Member	Nominated and appointed by the Minister for Health
Dr Satu Pastilla	07/06/2017	07/06/2020	06/06/2023	Board Member	Nominated and appointed by the Minister for Health
Elizabeth Kenny	21/05/2014	21/05/2020	20/05/2023	Board Member	Nominated and Appointed by Minister for Health
John Malone	20/07/2015	20/07/2021	19/07/2023	Board Member	Nominated and Appointed by Minister for Health. First appointed following PAS Process
Kate Williams	19/02/2014	15/02/2020	14/02/2023	Board Member	Nominated and appointed by the Minister for Health
Ronan Desmond (Dr.)	20/07/2015	20/07/2021	19/07/2023	Board Member	Nominated and Appointed by Minister for Health. First appointed following PAS Process
Sharon Sheehan	05/10/2020		04/10/2023	Board Member	Nominated and appointed by the Minister for Health following PAS Process

3. Person Specification

The Minister for Health invites applications from suitably qualified Candidates to fill the role of Chairperson of the Irish Blood Transfusion Service.

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 will perform a key role in the development and implementation of effective corporate governance structures in all aspects of the activities of the IBTS. The Chairperson will work with the Board, the Chief Executive and the senior management team to ensure that the blood service is managed and developed in line with best international practice. The Chairperson will also interact with the Minister for Health and the Department of Health as required.

Essential:

The ideal candidate for the position should demonstrate in their application evidence of significant experience and skills at an appropriately senior level in at least four of the following:

- a proven record of achievement at an appropriately senior level in a large complex organisation with a well developed appreciation of best practice in corporate governance, risk and change management
- Broad board experience in the private or public sector, including significant experience in a large complex organisation;
- Experience of Chairing a Board sub-committee in a large complex organisation;
- Experience in overseeing medium to large scale change management programmes in a large complex organisation;
- Experience in Irish or International healthcare systems, or
- Experience in the regulatory environment in which the IBTS operates.

Desirable:

- Experience of Chairing a State Board or deputising for the Chair in a large complex organisation or body; or
- Ability to ensure that the Board guides, challenges and supports the CEO and executive management team to deliver upon the organisation's strategy and plans whilst holding them to account in doing so.

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

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.

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 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.

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 Department of Transport. 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. For more detailed information on the Department of Transport's Data Protection Privacy Notice, please see the following link [here](#). 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.