

Appointment to the Teagasc Authority

Closing Date: Midnight on Tuesday 3rd March 2015

**State Boards Division
Public Appointments Service
Chapter House, 26 – 30 Abbey Street Upper, Dublin 1**

Telephone Number: 353 1 858 7769

Email: info@stateboards.ie

State Boards.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 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 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.

1. **Entity:** Teagasc (The Agriculture and Food Development Authority)
2. **Location:** Teagasc HQ – Oak Park, Carlow, Co. Carlow
3. **Number of Vacancies:** 2
4. **Remuneration:** €11,970 per annum
(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.)
5. **Time Requirements:** Circa 3-4 days per month including attendance at Authority meetings of which there are 11 per annum and Authority Committee meetings. There are 3-4 meetings per Committee per year and each Authority member typically serves on a number of Committees.

1. Background

The Department of Agriculture, Food and the Marine wishes to identify suitable candidates for consideration by the Minister for appointment as members of the Teagasc Authority.

Expressions of interest are now sought from suitably qualified candidates for consideration as part of this process.

Teagasc is the national body providing integrated research, advisory and training services to the agriculture and food industry and rural communities. It was established in September 1988 under the [Agriculture \(Research, Training and Advice\) Act, 1988](#).

The organisation is funded by State Grant-in-Aid; fees for research, advisory and training services; income from national and EU competitive research programmes; and revenue from farming activities and commodity levies.

The 11 member Authority (board) is appointed by the Minister for Agriculture, Food and the Marine includes representatives from the farming organisations, the food industry, universities, the Department of Agriculture, Food and the Marine and Teagasc staff.

Teagasc is a client-based organisation employing approximately 1,100 staff at 52 locations throughout Ireland with an annual operating budget in excess of €170 million. Teagasc operates in partnership with all sectors of the agriculture and food industry and with rural development agencies. Teagasc has developed close alliances with research, advisory and training agencies throughout the world and is continuously seeking to expand its international contacts.

Find out more about Teagasc

Website: www.teagasc.ie

2013 Annual Report: http://www.teagasc.ie/publications/2014/3326/Teagasc_Annual_Report_2013.pdf

Agriculture (Research, Training and Advice) Act, 1988: <http://www.irishstatutebook.ie/1988/en/act/pub/0018/print.html>

2. Authority Structure

The Authority consists of a Chairman and ten ordinary members. Four members are nominated by industry stakeholder organisations and one by the unions representing staff in Teagasc. Five other members (including a representative of the Department of Agriculture, Food and the Marine) are nominated by the Minister for Agriculture, Food and the Marine. All Authority members are appointed by the Minister for Agriculture, Food and the Marine. The Authority meets monthly, except in August. It has six Committees each of which meet approximately 3-4 times per year.

3. Role of the Authority

The principal functions of Teagasc are as specified in Section 4 of the Agriculture (Research, Training and Advice) Act, 1988 including:

- (a) to provide, or procure the provision of, educational, training and advisory services in agriculture, including such educational, training or advisory services in agriculture as may be specified by the Minister for the purpose of giving effect to any directive, regulation or other act adopted by an institution of the European Communities,
- (b) to obtain and make available to the agricultural industry the scientific and practical information in relation to agriculture required by it, and
- (c) to undertake, promote, encourage, assist, co-ordinate, facilitate and review, agricultural research and development (including research and development in relation to food processing and the food processing industry).

The Authority takes all significant strategic decisions and retains full and effective control of the organisation while delegating, in accordance with the Agriculture (Research, Training and Advice) Act, 1988 day to day responsibility for leadership, management and control, within defined authority limits, to the Director (and his senior management team). In addition the following matters are currently reserved for the Authority:

1. Approval of the Corporate Strategy
2. Approval of Change Plans
3. Approval of the annual business plan
4. Annual report and financial statements
5. Risk management policy
6. Tendering and purchasing procedures
7. Annual review of the effectiveness of system of internal financial control
8. Annual budget (current and capital)
9. Delegated expenditure authorisation levels including terms of major contracts
10. Code of Conduct
11. Staff appointments
12. Review of the Director's performance
13. Property transactions (sale, purchase, lease)
14. Investments

The Authority is assisted in the discharge of its duties by a number of Authority Committees:

1. Advisory and Education Committee
2. Research Committee
3. Audit Committee
4. Operations Committee
5. Remuneration Committee (not active)
6. Nominations Committee

4. Person Specification

There are currently two vacancies on the Teagasc Authority. Expressions of interest are now invited from applicants who consider that they possess the skills, knowledge and experience to join the Teagasc Authority and contribute to the governance and development of Teagasc. Specifically candidates must have experience in one or both of the following areas:

- Senior level experience in the food industry, ideally with previous executive level management experience in a food processing company or co-operative,
- Senior level financial management experience in a large organisation.

In addition, candidates should have some experience in one or more of the following areas:

- Corporate Governance
- Experience of Board Membership
- HR Management
- Legal (Property, Procurement, EU Competition)
- Risk Management.

Candidates should also possess

- Sound business judgement
- Excellent communications skills
- Proven ability to critically analyse information and constructive challenge
- A strong sense of ethics and integrity
- The ability to work effectively and cohesively as a member of a team and
- An understanding of good governance practices.

5. Term of Appointment

Appointments will be for a period of five years.

6. How to Apply

If you are interested in this position, please review the self-assessment questionnaire which can be found on www.stateboards.ie. Please note that the 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, applicants should consider whether they meet the specific appointment criteria set out in the 'Person Specification' section above.

If you decide that you wish to be considered for appointment, you should submit an application via the following link www.stateboards.ie together with a detailed Curriculum Vitae and cover letter. In order to submit your application, you should take the following steps:

- i. Go to www.stateboards.ie.
- ii. On the bar at the top of the page click on "Available Appointments".
- iii. This brings you to a page with all our advertised vacancies. Select whichever position would like to apply for (you are welcome to apply for more than one position if you wish).
- iv. On the relevant page please click on the "apply for this position" button at the bottom of the page
- v. 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 set one up.
- vi. 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.
- vii. 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".
- viii. 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 "submit" button at the bottom of the page.
- ix. 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.

7. Appointments Process

An Assessment Panel (the “Panel”) will be convened by PAS to consider and assess the expressions of interest received by the PAS via www.stateboards.ie. The Panel will:

- review and discuss the expressions of interest received against the specific appointment criteria for the role;
- assess potential appointees 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;
 - Any other selection method deemed appropriate.
- draw up a list of people deemed suitable for appointment which will then be sent forward for consideration by the Minister.

If you have any questions regarding the application process please email info@stateboards.ie.

8. Data Protection Acts 1988 & 2003

For further information on Data Protection please follow the [link](#)