

Appointment to the Board of National Oil Reserves Agency (NORA)

Closing Date: Midnight on Wednesday, 4th March 2015

**State Boards Division
Public Appointments Service
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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:** National Oil Reserves Agency (NORA)
2. **Location:** Meetings will be in Dublin.
3. **Number of Vacancies:** 1
4. **Remuneration:** €5,985 member, €8,978 Chair
(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:** Approx. 10 meetings per annum

1. Background

The National Oil Reserves Agency (NORA) was established on a statutory basis as a non-commercial state body with effect from 1 August 2007. NORA is responsible for:

- Ensuring that Ireland meets its obligations under EU legislation and International Energy Agency (IEA) rules to maintain a minimum of 90 days stocks of oil for use in the event of a physical shortage of supplies, and;
- Administering Ireland's Biofuels Obligation Scheme.

NORA operates in a highly commercial and regulated environment. The Agency currently manages over 1.5 million tonnes of oil reserves stored in 17 oil storage facilities located in Ireland and in a number of other EU member states. In purchasing oil stocks and negotiating and managing oil storage arrangements, NORA competes actively with commercial oil companies, often multi-national, in order to secure the most cost-effective and strategically optimal outcomes for Ireland. The scale of the Agency's oil stocks operations results in the Agency having an ongoing requirement for significant loans procured from commercial banks at competitive rates. More information is available at NORA's website <http://www.nora.ie/>

2. Functions of the Board

The Board is responsible for setting the broad strategy and policies for the organisation. It is also responsible for the effective systems of internal financial control in the organisation. The Board ensures an appropriate controlled environment by clearly defining management responsibilities, establishing reporting procedures and for putting in place processes for ensuring that the systems are effective. Responsibility for the implementation of policy rests with the executive management of NORA.

The Board operates in accordance with the provisions set out for the Board under the [National Oil Reserves Agency Act, 2007](#). In accordance with the provisions of the Act, the [Ethics in Public Office Acts 1995](#) and [2001](#) and the revised [Code of Practice for the Governance of State Bodies](#), NORA Board members are required to provide an annual Statement of Interests to the Standards in Public Office Commission and the Secretary to the Board.

Click on the following links to read the NORA Directors' Report and Financial Statements 2013: <http://www.nora.ie/fileupload/Financial%20Statements%202013.pdf>

<http://www.nora.ie/fileupload/NORA%20Financial%20Statements%20Year%20Ended%2031%202012%2013%20-%20FINAL%20-%20Gaeilge.pdf>

3. Vacancy Details

In accordance with Section 14 of the National Oil Reserves Agency Act, 2007, the Minister for Communications Energy and Natural Resources, with the consent of the Minister for Public Expenditure and Reform, appoints members to the board of NORA.

Under [Section 14 of the National Oil Reserves Agency Act, 2007](#) persons appointed shall, in the Minister's opinion, have experience and competence in one or more of the following areas:

- Oil or oil related industries;
- Chemical or chemical related industries;
- Finance;
- Economics;
- Legal matters; or
- Energy production and supply industries.

There is ongoing liaison between NORA and NTMA in its procurement of funding and management of financial risk. The strong link with the NTMA has been formalised in [Section 11 of the Energy \(Biofuels Obligations and Miscellaneous Provisions\) Act 2010](#), whereby NTMA is appointed to act on behalf of NORA on certain issues”.

4. Person Specification

Expressions of interest are invited from applicants for the current vacancy who consider they possess the skills and experience necessary to join the Board of NORA. Specifically, candidates should demonstrate one or more of the following:

- Extensive Financial Expertise at a senior executive level (Accountancy, Audit, Banking (incl. Loan negotiation), Corporate Finance and Risk);
- Experience at a senior executive level in Corporate Governance and Compliance;
- Senior executive experience and knowledge of oil or oil related industries.

In addition, candidates should possess:

- Strong commercial skills.
- Sound business judgement;
- Excellent communication skills; and
- Strong sense of ethics and integrity.

5. Term of Appointment

The appointment to the Board as a Director will be for a period not exceeding 5 years with an option to re-appoint subject to:

- [Please refer to Section 14 \(6\) of the National Oil Reserves Agency Act, 2007](#)
- The membership of any member of the Board may be terminated by the Minister for Communications Energy and Natural Resources 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.
- 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, or becomes a member of a local authority

6. How to Apply

Applicants are requested to review the self-assessment questionnaire which can be found on www.stateboards.ie, please note that you are not required to submit the questionnaire as part of the application process.

Having considered the overall suitability for membership of a State Board applicants should establish if they consider that they meet the specific appointment criteria set out in Section 4 above.

If 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, please:

- 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 if you wish).
- iv. On the relevant page please click on the button at the bottom of the page saying "apply for position".
- 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" 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

A Board Selection 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 shall:

- review and discuss the expressions of interest received against specific appointment criteria for the role to be agreed by the panel;
- 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;
 - Any other selection method deemed appropriate.
- Arrive at a shortlist of suitable candidates to 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](#)