



**Appointments to the Board of the Health Information and Quality Authority**

**Closing Date: Midnight on Tuesday, 31<sup>st</sup> March 2015**

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

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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](http://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:** Health Information and Quality Authority.
2. **Location:** Meetings will alternate between Dublin and Cork.
3. **Number of Vacancies:** 4
4. **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 provided for under statute, e.g., appointment of Worker Directors.  
In accordance with HIQA policy, Board members may recoup reasonable and necessary expenses incurred in carrying out their roles as Board members.
5. **Time Requirements:** **6 statutory** full-day meetings of the Board. In addition, there may be an additional **8 special purpose** meetings each year and usually held between 5.30pm and 8pm. Board members will also be appointed to Committees of the Board with **approximately 8 meetings annually** that are usually scheduled between 5.30pm and 7pm.
6. Board Members will be required to devote as much time to duties on the Board as is necessary for the proper and efficient discharge of their duties, and to comply with the relevant provisions of the Code of Practice for the Governance of State Bodies – available at [http://www.stateboards.ie/stateboards/code\\_of\\_practice.htm](http://www.stateboards.ie/stateboards/code_of_practice.htm).

## 1. Background

The Health Information and Quality Authority (HIQA) is the independent Authority established in May 2007 to drive continuous improvement in Ireland’s health and social care services.

Reporting directly to the Minister for Health, the role of HIQA under the [Health Act 2007](#) is to promote quality and safety in the provision of health and personal social services for the benefit of the health and welfare of the public.

As an independent statutory body, the Authority is committed to an open and transparent relationship with its stakeholders. Its independence within the health and social care system is key and central to the Authority being successful in undertaking its functions.

The Authority has four core activities or functions aimed at achieving its outcomes, organised in Directorates. These are:

- Regulation– which involves the registration, oversight and scrutiny of designated health and social care services, including children’s residential centres, residential services for older people and for children and adults with disabilities.
- Supporting Improvement – which is achieved through the setting of standards, provision of guidance, building capacity by supporting the implementation of sustainable improvements and promotion of quality and patient safety initiatives.
- Assessing Health Technologies (HTA) – which involves the provision of evidence-based advice to inform policy development and how services are delivered.
- Improving outcomes through information – which involves promoting the efficient and secure collection, use and sharing of health information.

Further information on HIQA is available at [www.hiqa.ie](http://www.hiqa.ie).

## **2. Functions of the Board**

The Board of the Authority was established under the provisions of the Health Act, 2007. It comprises a Chairperson and 11 ordinary members. All twelve are appointed by the Minister for Health. Under section 13 of the Act, the members of the Board “shall be appointed by the Minister from among persons, who in the opinion of the Minister, have experience and expertise in relation to matters connected with the functions of the Authority which would enable such a person to make a substantial contribution to the performance by the Authority of its functions.” To date, members of the Authority have come from a diverse range of backgrounds across the broad health sector, social care services, advocacy/consumer groups and relevant professionals.

The Board is the governing body of the Authority and is therefore responsible for the appropriate governance of the Authority and for ensuring that there are effective systems of internal control, statutory and operational compliance and risk management in place.

There are four sub-committees of the Board. These are as follows:

- Health and Social Care Governance Committee which oversees the effectiveness, governance and relevant controls around the delivery of the Authority’s health and social care functions.
- Audit and Corporate Governance Committee which monitors the Authority’s compliance with its statutory obligations and the effectiveness of the corporate governance, financial management, procurement, risk management and internal audit arrangements.
- Information, Technology and Research Committee which advises the Board on key aspects of the information and health technology functions and the governance arrangements around its research projects.
- Remunerations and Nominations Committee which monitors the organisational needs and managerial development of the Authority.

### 3. Person Specification

Expressions of interest are invited from members of the public who consider they possess relevant and in-depth experience and expertise in **one or more** of the following **essential** areas:

- Representing the perspective and experience of people using health and social care services – this experience may have been gained through representative or advocacy work by, with or on behalf of people using health and social care services,
- Corporate risk management and corporate governance with experience at senior management and/or board-level,
- Financial management and control with experience at senior management and/or board-level.

For **all** Board positions, experience in **one or more** of the following areas is **desirable**:

- Previous experience of Board membership, and/or
- Experience of good practice in corporate governance, and/or
- Extensive experience of those aspects of the health and/or social care sectors which come within the regulatory remit of HIQA.

### 4. Term of Appointment

Under the Act, appointments to the Board will be for an initial period of 5 years with an option to extend the term of engagement for a second term of 5 years, subject to the following:

- 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.
- The specific provisions of section 15 of the Health Act, 2007.

A person is not eligible for appointment as a member of the Board or a committee of the Board, if the person is:

- (a) a member of either House of the Oireachtas or of the European Parliament,
- (b) regarded, pursuant to section 19 of the European Parliament Elections Act 1997, as having been elected to the European Parliament to fill a vacancy, or
- (c) a member of a local authority.

## 5. How to Apply

If you are interested in this position, please review the self-assessment questionnaire which can be found on [www.stateboards.ie](http://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](http://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](http://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 position" button at the bottom of the page
- v. This will bring you to a page on [www.publicjobs.ie](http://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.

## 6. 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](http://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](mailto:info@stateboards.ie).

## **7. Data Protection Acts 1988 & 2003**

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