



**Appointment to the Board of Coras Iompair Eireann (CIE)**

**Closing Date: Midnight 13 April 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:** CIE
2. **Board Meeting Location:** Heuston Station, Dublin 8.
3. **Number of Vacancies:** 3 (1 current vacancy, 2 as from 24/07/15)
4. **Remuneration:** €15,750  
(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., the appointment of Worker Directors).
5. **Time Requirements:** 10 Board meetings per annum excluding additional days for attendance at Board Committees.

## 1. Background

**CIÉ** is a statutory body which provides bus and rail public transport for passengers and rail freight services. Currently CIÉ is the national body with responsibility for the provision of socially necessary public transport services and commercial bus services that are operated by its wholly owned subsidiary limited liability companies (Irish Rail, Bus Éireann and Dublin Bus), all of which were established under the Transport (Reorganisation of Córas Iompair Éireann) Act, 1986.

CIE also owns Rosslare Europort (operated by Iarnród Éireann) and CIÉ Tours and also earns advertising income from its various bus and rail sites.

CIÉ is comprised of a number of divisions including CIÉ Group Property ( which incorporates CAN Advertising), Insurance/Liability Management, Group Information Technology, Legal Services and Group HR / Finance.

*Vacancies now exist on the CIE Board and also on the Boards of its three subsidiary companies, Dublin Bus, Bus Éireann and Irish Rail. It is envisaged that vacancies on each Board should firstly be filled from selected applicants for each Board. If after the selection process is completed for the respective Boards there are still vacancies then all remaining suitable applicants will be considered for these.*

## 2. Functions of the Board

The functions and responsibilities of the board of CIE are outlined in the governing legislation, the [Transport Act of 1950 as amended](#). The Act envisages that the board should provide reasonable, efficient and economical transport services with due regard to safety of operation, the encouragement of national economic development and the maintenance of reasonable conditions of employment for its employees.

In addition, it is the aim of the CIE Board to focus on appropriate strategies to ensure:

- the financial sustainability of the CIE Group,
- the effective management of the CIE Group's business and finances and
- that the productivity and effectiveness of the CIE Group is strengthened.

### **3. Person Specification**

Expressions of interest are invited from members of the public who consider they possess skills and experience in one or more of the following three areas:

#### **Finance**

Candidates must have:

- Extensive professional experience in a commercial organisation in the area of accountancy, audit and/or corporate finance, AND
- Experience as a member of an Audit Committee or of having reported to or worked with an Audit Committee, AND
- Proven experience of management/operation of financial systems and the design of business information systems.

In addition to the foregoing essential requirements, it is desirable that candidates have:

- A recognised professional qualification as an accountant.

Please note that the person appointed will be required to Chair the Board Audit and Risk Committee.

#### **Strategy Development**

Candidates must have:

- Experience of leading strategy design and implementation projects, AND
- Experience in business that would demonstrate strong commercial acumen, AND
- Extensive experience of leading/implementing change and an understanding of the drivers of change.

In addition to the foregoing essential requirements, it is desirable that candidates have:

- Experience in HR (including in the area of organisation development and change).

#### **Corporate Governance and Risk management**

Candidates must have:

- Experience in corporate governance and compliance AND
- Experience in a regulatory environment AND
- Experience in the financial and/or insurance sector AND
- Experience and knowledge of the application of Central Bank regulations which are relevant to the insurance industry and/or self-insured entities.

#### **4. Term of Appointment**

Under the Act, 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 of 3 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.
- 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.

## 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 you 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](#)