



Appointment to the Board of Iarnród Éireann
Closing Date: Midnight on Monday 13th April 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:** Iarnród Éireann
2. **Board Meeting Location:** Meetings will be in Dublin.
3. **Number of Vacancies:** 3 (1 Current, 2 arising on 29/7/15)
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., the appointment of Worker Directors).
5. **Time Requirements:** 10 Board meetings per annum excluding additional days for attendance at Board Committees.

1. Background

In accordance with the [Transport \(Reorganisation of Córas Iompair Éireann\) Act, 1986](#), the principal object of Iarnród Éireann is to provide, within the State and between the State and places outside the State, railway and freight services and for those purposes to exercise functions in that behalf conferred on CIE by the 1950 Transport Act. Passenger rail services are operated under PSO contract with the National Transport Authority (NTA), details of which are on the NTA's website.

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 Company is controlled through its Board of Directors. The Board's main roles are to approve the Company's strategic objectives and to review the operation of the Company against a series of key performance indicators. The Board has a schedule of matters reserved for its approval. For more detail, please see the annual report of the CIÉ Group.

Maintaining high standards of corporate governance is a priority. The Board has developed its corporate governance policy so as to give effect to the Code of Practice for the Governance of State Bodies issued by the Department of Finance.

The Board of Iarnród Éireann has appointed the following groups to assist it in its work:

- an Audit Review Group to review; the annual accounts, internal controls and compliance matters, the effectiveness of internal and external audit and risk management.
- An Engineering Advisory Group to monitor infrastructure renewal, to project manage large infrastructure projects, to monitor signalling, electrical and telecoms projects as well as performance.
- A Train Advisory Group to assist the Board in matters relating to customer experience and perception, commercial strategies, train engineering, regulatory changes and business risks.
- A Safety Advisory Group to assist the Board in monitoring this key business area..

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:

Railway operations or engineering and safety

Candidates must have:

- Experience at board or senior executive level in a railway organisation, AND
- Proven experience of railway operations or of engineering and risk-based safety management systems as applied to railways, AND
- Experience as the Chair or as a member of a Board Safety Committee

Please note that the candidate will be required to chair the Board Safety Advisory Group which meets up to six times a year.

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.
- Experience of risk management, particularly in the area of financial risk management.

Please note that the candidate will be required to Chair the Board Audit Review Group which meets up to six times a year.

Procurement and contract management

Candidates must have:

- Extensive professional experience in procurement in either the public sector or in a large commercial organisation, AND
- Experience at Board or senior executive level in the procurement of a range of services and projects, AND
- Proven experience of implementing best practice in procurement and contract management.

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

- Legal and risk management experience.

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 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. 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 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 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.

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. 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.

7. Data Protection Acts 1988 & 2003

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