

**Appointment to the Children's Hospital Group Board**

**Closing Date: Midnight on 6 May 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:** Children's Hospital Group Board
2. **Board Meeting Location:** Meetings will be in Dublin.
3. **Number of Vacancies:** 2
4. **Remuneration:** None
5. **Time Requirements:** 12 meetings per annum

## 1. Background

The construction of a new children's hospital in Dublin, co-located with a major adult hospital, is a key commitment in the Programme for Government and the largest project within the Government's Capital Plan. The new hospital will deliver tertiary acute services to children from all over Ireland and secondary acute services to children and young people from the Greater Dublin Area. It will play a central role in the provision of excellent paediatric healthcare services throughout Ireland and will be the primary centre for paediatric education, training and research in Ireland. The new facility will bring together the services currently provided on three sites - Crumlin, Temple Street and Tallaght. It is a unique opportunity to transform the provision of healthcare services to the sickest children and young people in Ireland. Subject to planning, work will commence at the hospital site at St. James's, and at the satellite centres at Connolly and Tallaght, in January 2016.

The Children's Hospital Group Board (CHGB) is established on a non-statutory basis, consistent with the overall policy on Hospital Groups. The Children's Hospital Group is focused on ensuring the operational integration of the three existing children's hospital services well in advance of their move to the new hospital and satellite centres. This is of critical importance in ensuring the new facilities function effectively from the outset.

## 2. Functions of the Board

The Children's Hospital Group Board has responsibility for:

1. Overseeing the integration of the three existing children's hospitals into one organisation well before transitioning to the new children's hospital;
2. Developing effective corporate and clinical governance structures for the Hospital Group;
3. Developing a services integration/reconfiguration plan and
4. Acting as client for the new children's hospital capital project.

In addition the CHGB will also develop a philanthropic strategy for ensuring additional funding streams for the new children's hospital.

### **3. Vacancy Details & Legislative Requirements**

The Minister for Health is inviting applications from suitably qualified members of the public with an interest in serving on the board of the Children's Hospital Group.

In line with good governance principles, the governance recommendations in the HIQA Tallaght Investigation Report and the HIQA Halappanavar Report, staff members (of the three existing children's hospitals) will not be appointed as members of the Board.

### **4. Person Specification**

Expressions of interest are invited from members of the public who consider they possess the skills and experience necessary in either or both of the following areas:

#### **Board member philanthropy**

The board member with experience in philanthropy will provide advice and assistance to the board in designing the philanthropic strategy and capital campaign of the group. It is expected that they will bring to the board their knowledge and experience in researching and recruiting new individual donors as well as supporting the philanthropic executive in planning, implementing, managing and coordinating philanthropic activities of the Board.

Consequently, the Minister is seeking expressions of interest from members of the public with:

- Significant senior-level experience in philanthropy and major donor activities including demonstrated success in fundraising in not-for-profit organisations.
- Experience and expertise in developing relationships with major donors and crafting philanthropy strategies and campaigns to secure results.
- High ethical standards of behaviour, good judgment, respect for others, confidentiality and attention to detail.

#### **Board member service integration/change management**

The Children's Hospital Group Board is working closely with the three hospitals and with the HSE and Department of Health on integration planning. The scale and complexity of the challenge is without precedent in Ireland. The Board member appointed under this competency heading will advise the Board and executive on the process of developing integration and large-scale change management plans and in the implementation of these plans to continue to support the move towards a single organisation.

Consequently, the Minister is seeking expressions of interest from members of the public with:

- Significant experience in planning and/or implementing large-scale change management projects
- Senior level experience in strategic HR or OD planning
- Experience in the successful integration of large organisations

- High ethical standards of behaviour, good judgment, respect for others, confidentiality and attention to detail
- Knowledge of the health care sector including awareness of patient safety and quality issues.

**The following skills / competencies are desirable for the fulfilment of both roles:**

- Highly developed oral, written, presentation and leadership skills, with the ability to develop, communicate and gain ownership for a clear vision and direction;
- Strong influencing skills, ability to communicate with impact and be able to convince through personal credibility;
- A strong lateral thinker with an objective approach to decision-making and the confidence and resilience required to operate in a complex and high profile organisation;
- Strong network of personal contacts and ability to extend this network extensively
- Interest in, and knowledge of, paediatric health care
- Must be able to develop and maintain good relationships with the key stakeholders involved in the programme including the Children's Hospital Group Board and the National Paediatric Hospital Development Board, CEO of the CHGB, Department of Health, and Health Service Executive.

## **5. Term of Appointment**

Appointments to the Board will be made for a period of two years (up to the 30<sup>th</sup> of July 2017):

- 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.
- 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, elected to the European Parliament, or becomes a member of a local authority
- In line with good governance principles, serving staff members of the three existing children's hospitals will not be eligible to apply.

## 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](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 this 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.

## **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](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).

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

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