

Appointment to the Board of the Irish Blood Transfusion Service (IBTS)

Closing Date: Midnight on 7 May 2015

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

Telephone Number: 353 1 858 7441

Email: info@stateboards.ie

stateboards.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 the 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 the 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:** IBTS – Irish Blood Transfusion Service
2. **Board Meeting Location:** National Blood Centre, James’s Street, Dublin 8
3. **Number of Vacancies:** 8; 7 Board members and 1 Chairperson
4. **Remuneration:** €7,695 member, €11,970 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:** 10-11 meetings per annum

1. Background

The Irish Blood Transfusion Service is the national organisation responsible for collecting, processing, testing and distributing blood and blood products in Ireland. It is a critical part of modern health care and provides blood, blood components and blood products for patients. It is funded through the charging of hospitals for its products and services at a price agreed with the Department of Health.

The primary decision making body is the Executive Management Team, which has a devolved budgetary system. The organisation of work is carried out through a number of functions organised on a national basis, i.e. Operations, Medical, Quality and Compliance, Human Resources and Finance.

The headquarters is located in the grounds of St James’s Hospital in Dublin which is the main testing and processing centre. There is also a processing centre in Cork and collection teams in Dublin, Cork, Carlow, Limerick, Ardee and Tuam with fixed donation clinics in Dublin and Cork.

The IBTS operates within a highly regulated environment. The conditions applying are similar to those that operate in the pharmaceutical industry. A safe transfusion service is assured by close collaboration between the IBTS and clinicians in managing the aspects of the transfusion process for which they are responsible. Only blood, which has been donated by appropriately selected donors and has been tested for transfusion transmissible infectious agents, can be issued for transfusion.

2. Functions of the Board

As a Non–Commercial State Agency, governance arrangements for the IBTS are set out in the revised Code of Practice for the Governance of State Agencies. The responsibility for governance of the IBTS falls on the Board. There is a clear delineation of roles and responsibilities between the Board and the Executive.

To assist the Board in carrying out its functions there are a number of sub-committees which deal with specific aspects of the business of the organisation, namely, Medical Advisory Committee, Finance Committee, Audit and Compliance Committee, Remuneration Committee and Research Development Committee.

Members of the Board perform key roles in relation to the direction, leadership and corporate governance of the IBTS. Board members work with the Chair of the Board, the Chief Executive and the senior management team to ensure that the blood service is managed and developed in line with best international practice.

The functions of the Board of IBTS include: governance, strategic planning and financial, human resources and legal oversight.

3. Person Specification

The Minister for Health invites expressions of interest from suitably qualified and experienced persons, not currently working for the Irish Blood Transfusion Service, interested in being appointed to its Board. There is a vacancy for the Chair of the Board and seven vacancies for ordinary members. The Minister may make appointments from any or all of the competency areas.

Chairperson

The Chairperson will perform a key role in the development and implementation of effective corporate governance structures in all aspects of the activities of the IBTS. He/she will work with the Board, the Chief Executive and the senior management team to ensure that the blood service is managed and developed in line with best international practice. He/she will also interact with the Minister for Health and the Department of Health as required.

The Chairperson of the Board must qualify under one of the competency areas listed below.

In addition, candidates for Chair of the Board should have significant experience in one or both of the following:

- Board membership
- Experience of leading/managing an organisation at senior executive level

Ordinary Members

Candidates must have extensive senior executive level experience in one or more of the following areas:

a) Finance

Candidates applying for consideration for inclusion under this area must demonstrate experience of one or more of the following:

- Membership of an audit committee
- Acting as a Chief Financial Officer
- Accountancy qualification / membership of a professional body
- Budgetary design and oversight role

Experience and knowledge of the Health sector, would be an advantage.

b) Law

Candidates are welcome to apply from any area of the legal profession but preference will be given to those who have experience in medical law.

Experience and knowledge of the Health sector, would be an advantage.

c) HR and/or Marketing/PR

Candidates must demonstrate significant leadership experience at head of department level or higher in either Human Resources or in Marketing/PR (management of high profile media campaigns is desirable).

Experience and knowledge of the Health sector, would be an advantage.

d) Manufacturing / Regulation

Candidates must have a background in regulation and demonstrate experience of applying Good Manufacturing Practice (GMP) standards. It is desirable that their professional background is in pharmaceutical manufacturing, particularly in the bio-pharmaceutical sector.

e) Haematology

Candidates must have professional experience as a consultant haematologist.

f) Advocacy / patient representation

Candidates must have experience at senior level in an organisation, concerned with healthcare, which acts at a national or international level in representing the interests of a particular group or sector. It is desirable that this experience be in the area of representing patients, blood donors or blood recipients.

In addition, it is desirable that all candidates have:

- Previous board experience
- Corporate Governance expertise / qualifications

4. Term of Appointment

Under the Act, appointments to the Board will be for an initial period of 2/3 years with an option to extend the term of engagement for a second term of 2/3 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.
- 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.
- The roles and responsibilities of Board Members are described in the Code of Practice for the Governance of State Bodies 2009 which is available on the website of the Department of Finance ([Code of Practice for the Governance of State Bodies](#)).
- 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.

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 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 create one.
- 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 the 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.
- compile 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](#)