



Appointment to the Board of Enterprise Ireland

Closing Date: Midnight on 17 June 2015

**State Boards Division
Public Appointments Service
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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.

Entity: Enterprise Ireland

Board Meeting Location: East Point Business Park, Dublin

Number of Vacancies: 3

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 statutorily provided for e.g. Worker Directors.).

Time Requirements: 9 meetings per annum

1. Background

Enterprise Ireland (EI) is an independent statutory body established under the [Industrial Development \(Enterprise Ireland\) Act, 1998](#). This Agency is the government organisation responsible for the development and growth of Irish enterprises in world markets. It works in partnership with Irish enterprises to help them start, grow, innovate and win export sales on global markets. The goals of the Agency are to support sustainable economic growth, regional development and job creation.

EI is committed to delivering the most effective client led response directly and in collaboration with other Agencies and Government Departments. EI's approach is reflective of Government policy such as the Medium Term Economic Strategy, the Action Plan for Jobs, Research Prioritisation, Harvest 2020, and the Trade, Tourism and Investment Strategy.

EI provides practical support to entrepreneurs and businesses, at all stages of development across a number of sectors, to maximise job creation and growth, with innovation playing a central role. This approach involves supporting clients in a holistic and coordinated way across range of interventions and hard and soft supports to achieve maximum impact.

EI committed to investment in over 180 new Start Up companies with associated job commitments in excess of 1,700 in 2014. A similar level of activity is targeted in the Action Plan for Jobs 2015. Already this year, EI has supported companies that have announced over 1,000 jobs in different regions across the country.

Enterprise Ireland, through its Centre of Excellence in Shannon, provides backup support, training and guidance to the 31 Local Enterprise Offices (LEOs) to ensure a professional and consistent level of support is provided to Entrepreneurs and Micro-businesses. A major initiative undertaken in 2014 by the LEOs with Enterprise Ireland support was Ireland's Best Young Entrepreneur competition (IBYE) which attracted over 1,000 entries.

Enterprise Ireland's Research and Innovation division works closely with the sectors and start-up teams to deliver training, supports and establish the building blocks for sectors and technologies of the future. A record number of 878 collaborative projects between companies and Irish Higher Education Institutes (HEIs) were supported by Enterprise Ireland in 2014. The quality of collaborations between industry and HEIs will be greatly enhanced by the launch of Knowledge Transfer Ireland in 2014. This service gives companies a clear route to access research skills and knowledge in HEIs, increasing their innovation capabilities.

The companies that EI works with are a vital source of employment in every county in Ireland and are spread across a wide range of sectors. In order to help client companies achieve growth and create and sustain employment, EI uses a holistic, developmental approach and engages companies across all aspects of the value chain. EI works with clients on business development, sales and marketing capabilities, innovation and R&D,

technology development, continuous competitiveness and lean improvements, on-going leadership and management development, and access to finance.

Winning sales in global markets is essential if EI's clients are to sustain and grow the 300,000+ direct and indirect jobs that they currently support. EI's key objectives are to grow export sales to €22 billion by 2016 and to support the creation by client companies of 40,000 jobs.

2. Functions of the Board

The Enterprise Ireland Board is responsible for setting the broad strategy and policies of Enterprise Ireland. It is responsible for the system of internal financial control and oversight responsibility for the activities of the organisation. The Board delegates to the management and sub-committees the responsibility for the implementation of these policies. Board Members are appointed by the Minister for Jobs, Enterprise and Innovation.

3. Person Specification

The Minister for Jobs, Enterprise and Innovation invites applications from suitably qualified candidates for one of the three vacancies on the Board. Candidates must have significant senior level management experience in one or more of the following:

- a. **Experience and knowledge of the Irish SME Sector including one or more of the following:**
 - Family companies/ SME experience
 - Entrepreneurial outlook and track record
 - Traditional manufacturing sectors
- b. **Experience and knowledge of the regional development area including one or more of the following:**
 - Local Government
 - Regional Planning / Development
 - Commercial and financial acumen
- c. **Experience and knowledge of the foreign MNC/PLC area including one or more of the following:**
 - Strong commercial experience
 - Senior management experience in the high tech large or publicly quoted companies
 - International perspective on investing in Ireland and winning FDI
 - Experience in collaborating with the third level sector

In addition, candidates with:

- Previous board experience
- Corporate governance expertise

will be favourably considered.

4. Term of Appointment

Under the Industrial Development (Enterprise Ireland) Act:

- Each member of the Board shall hold office on such terms (other than the payment of remuneration and allowances for expenses) as the Minister determines at the time of his or her appointment.
- On the anniversary of the establishment day and thereafter on each anniversary of the establishment day, two of the members of the Board (other than the chairperson and the chief executive officer) shall retire from office. The members to retire in any year shall be those who have been longest in office since their last appointment.
- A member of the Board shall not serve for more than 10 consecutive years.

Appointments are 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. Submitting your expression of interest

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, you should consider carefully how your background and experience fits with the specific appointment criteria set out in Section 3 - Person Specification in this booklet.

If you decide that you wish to be considered for appointment, we welcome you submitting your expression of interest via the following link www.stateboards.ie together with your detailed Curriculum Vitae and a cover letter (see Appendix 1 of this booklet for help with the online process).

IMPORTANT NOTE

Please take care when submitting your expression of interest. As the Assessment Panel will generally make its recommendation(s) based on consideration of the documentation which you submit, it is most important that you do the following:

- 1. Ensure your Cover Letter (and supporting CV) clearly specifies how your particular background and experience meets the requirements of the Board position(s) specified in this booklet, and*
- 2. That you fully answer any supplementary questions which are presented to you as part of our online application process.*

This will help ensure that the Assessment Panel is as informed as possible as to the basis for your candidature and why you believe you are a person who could potentially be appointed to this State Board.

6. Assessment 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.
- 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](#)

The Public Appointments Service thanks you for your interest in State Board appointments

APPENDIX 1

Submitting your expression of interest

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 the "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.