



Appointments to the Board of Iarnród Éireann

Closing Date: Midnight on Thursday 10th September 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.

Appointment to the Board of Iarnród Éireann

Entity: Iarnród Éireann

Board Meeting Location: Meetings will be in Dublin.

Number of Vacancies: 2

Remuneration: €12,600

(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).

Time Requirements: 10 Board meetings per annum excluding additional days for attendance at Board Committees.

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.

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 Infrastructure Advisory Group to assist the Board in matters relating to performance of the Infrastructure Departments in terms of Budgets/Costs, Safety,

Projects & Programmes, Service Delivery, Reliability and Availability Performance Indicators.

- 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.

Person Specification

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

Railway Operations, Engineering and Safety

Candidates must have experience in one or more of the following:

- Experience at board or senior executive level in a railway organisation,
- Proven experience of railway operations or engineering and risk-based safety management systems as applied to railways.
- 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.

Procurement and Contract Management

Candidates must have experience in one or more of the following:

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

Candidate may be required to chair or be a member of one of the existing advisory groups, or an advisory group yet to be formed. Number of meetings approx. 6 per annum.

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.

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 4 - Person Specification in this booklet.

In order to qualify for nomination a person must not have any **conflicts of interest** likely to interfere with his/her ability to play a full part in the work of the Board. You should carefully consider whether you have any real or perceived conflicts of interest before submitting your expression of interest.

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.

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.

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.