

Appointments to the Irish Greyhound Board, Bord na gCon
Closing Date: Midnight on 16 September 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.

Membership of State Boards

High standards of corporate governance in all State Agencies, whether in the commercial or non-commercial sphere, are critical to ensuring a positive contribution to the State's overall social and economic development.

Members of State Boards are appointed to act on behalf of the citizen to oversee the running of the affairs of state bodies. State bodies must serve the interests of the taxpayer, pursue value for money in their endeavours (including managing risk appropriately), and act transparently as public entities. Members of State Boards, and the relevant management team, are accountable for the proper management of the organisation.

Board members should act on a fully informed basis, in good faith, with due diligence and care, and in the best interest of the State body, subject to the objectives set by Government.

The Code of Practice for the Governance of State Bodies provides a framework for the application of best practice in corporate governance by both commercial and non-commercial State bodies.

In order to be an effective contributor on a State Board it is recommended that members should :

- bring independent and objective scrutiny to the oversight of the organisation;
- be prepared to be challenging when necessary while being supportive to the delivery of organisational strategy and objectives;
- be equipped to offer considered advice on the basis of sound judgement and experience;
- be prepared to make a time commitment to their work commensurate with their role.

Irish Greyhound Board / Bord na gCon

Board Meeting Location: Limerick

Number of Vacancies: 5

Remuneration: €7,695
(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: 12 meetings per annum approximately 11 am to 5 pm. Additional attendance may be required for sub-committee meetings.

1. Background

The Irish Greyhound Board, Bord na gCon, is a commercial semi-state body which is responsible for the control, regulation development and promotion of the greyhound industry in Ireland. The head office function is located at Greenpark, Dock Road, Limerick. The Board was established by the Irish Government with the enactment of the [Greyhound Industry Act, 1958](#).

The IGB has licensed a total of seventeen tracks in Ireland, of which ten are directly operated by the Board and the remainder owned and operated by private enterprise. The Board operates Tote betting and other facilities at all greyhound tracks and applies an on-course levy on all bookmaker's betting. IGB under its subsidiary company Event Hospitality Services operates bars, fast food outlets and high quality restaurants in nine of its developed stadia.

Employing over 700 people both in full-time and part-time roles throughout the country and with an annual turnover of circa €40 million over recent years the Board has made a significant investment in the development of its Stadium facilities.

Funds generated from racing activities are re-invested in the industry through contributions to prize-money and grants to various bodies involved in the greyhound racing and breeding industry plus the promotion of greyhound welfare and the regulation of the industry including the operation of the national drug testing laboratory.

2. Functions of the Board

The Board is currently composed of seven members but consultations to update the legislative base of the organisation and expand membership of the board are underway. Should this occur within a year of this call for expressions of interest the Minister would be entitled to make further appointments to the Board from the list of suitably qualified candidates.

The current composition of the Board is:

Name	Appointed	Position type
Colm Gaynor	May 28, 2014	Member
Matt Murphy	Dec. 2, 2011	Member
Phil Meaney	April 12, 2011	Chairman
Riona Heffernan	Feb. 5, 2014	Member
Tim Gilbert	Dec. 2, 2011	Member
Tony McNamee	Dec. 2, 2011	Member
William O'Dwyer	June 12, 2012	Member

Bord na gCon is responsible for overseeing the ongoing regulation, development and promotion of the Greyhound Racing and Breeding industry whilst also ensuring compliance with all relevant statutory, Governance of State Bodies Code of Practice and fiduciary requirements. It also enables the delivery of; a business model that provides financial security for the organisation into the future and integrity / welfare control systems that conform with best international practice and the longterm viability of the industry.

Board members are obliged to strive to perform their duties in accordance with the highest ethical standards of honesty, integrity, fairness, confidentiality and independence and will actively seek to prevent the development or acceptance of unethical practices.

There are seven sub-committees which report into the Board namely, Audit Committee, Ownership Committee, Remuneration Committee, Retired Greyhound Trust, Sales Committee, Wagering Committee and Welfare Committee. Some members of the Board are also members of the Sub Committees.

3. Person Specification

The Minister for Agriculture, Food and the Marine invites expressions of interest from candidates. Candidates are welcome to apply under one or more of the four areas below for one of the five vacancies on the Board.

Greyhound Industry Expertise

Candidates must have extensive knowledge of the greyhound industry garnered over a number of years from working in, or with those involved in, a breeding, ownership or training capacity within the industry. This experience should indicate an understanding of the various wagering and associated products available to industry from both betting and product delivery perspectives.

It is desirable that candidates have experience or involvement in one or more of the following: entrepreneurship; enterprise; or innovation.

Finance

Candidates must have at least three of the following:

- senior executive level experience gained in a large commercial organisation in an accounting or finance capacity
- previous audit involvement

- involvement in the provision of strategic financial planning guidance
- senior executive level experience of risk management gained in a large commercial organisation

It is desirable that candidates have significant experience in strategy development and public affairs at a senior level and management accounting experience.

Marketing

Candidates must have at least three of the following:

- experience at senior level of marketing a multi-site leisure product
- experience at senior level in marketing, communications and promotions across traditional and digital platforms in a large commercial organisation
- experience of marketing product breakthrough internationally
- experience of marketing to different age groups and different socio-economic groups

It is desirable that candidates have experience or involvement in one or more of the following: entrepreneurship; enterprise; or innovation.

Youth Role Model with experience of other leisure or sport industry

The candidate must have a track-record of successfully engaging with the 18-30 age group leading to an understanding of that segment of the market. Candidates must have experience which demonstrates a knowledge of consumer requirements in a leisure or hospitality sector or other consumer driven industry and an understanding of how to attract the youth market. It is desirable that this experience be in the area of product rejuvenation or in business growth (particularly overseas growth).

All candidates

It is desirable that candidates for any of the areas listed above also have:

- the ability to communicate clearly on strategic and business issues
- knowledge or experience of consumer requirements (particularly in this industry or another leisure environment)
- knowledge or experience of Corporate Governance frameworks
- previous experience of Board membership

4. Term of Appointment

Under the Act, appointments to the Board will be for an initial period of 3 years, and the option of a second term may be available, 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 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.

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.