



Appointment to the Board of the Shannon Foynes Port Company

Closing Date: Midnight on 22 October 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.

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.

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Location:	Meetings will be mainly in Limerick (50% Foynes, Co. Limerick and 50% Limerick City) with an occasional meeting in Co. Clare
Number of Vacancies:	1
Remuneration:	€8,100. Travel expenses are also paid at the appropriate civil service rate. (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:	The Board meets on average 8-9 times per year. There are 3 additional sub committees which meet approx. 2-3 times per year. Directors tend to sit on one to two sub-committees.

1. Background

Shannon Foynes Port Company (SFPC) was established under the [Harbours Act 1996](#) and is the largest bulk port in the State and the second largest in terms of total tonnage handled and profitability (after Dublin). SFPC provides a variety of services, from controlling navigation and marine safety, to terminal management including warehousing, logistics and cargo handling. It handles the largest vessels entering Irish waters, up to 200,000 dwt, and has a track record of continuous growth and innovation. All its operations are accredited to ISO9001:2008, and are also certified to OHSAS 18001 and PERS (Ecoports environmental standard) systems.

SFPC plans include developing the Shannon Estuary into the country's foremost deep-water shipping resource with particular ties to the agricultural, energy and industrial sectors. This market advantage is attributable to its sheltered deep-water facilities as evidenced by the multi-billion euro investments by the Aughinish Alumina plant and by the Moneypoint coal-fired generating plant being important drivers of throughput in the port.

In 2014 the port handled just over 10 million tonnes in throughput and generated turnover €11.24m over six terminals on the Shannon Estuary. The company posted a profit after tax of € 2.8m. The company currently employs 40 people.

[National Ports Policy](#) designates the Shannon Foynes Port Company as a Port of National Significance (Tier 1) and the continued commercial development of the Company is a key strategic objective of National Ports Policy.

At a European level, the port is included within the new TEN-T Regulation as a 'core' port.

SFPC is Ireland's deepest sheltered water course, largest bulk port company and the only port handling capsized vessels (17.5 draft). There are currently six terminals on the Shannon Estuary. SFPC currently helps to facilitate international trade valued at over €9 billion yearly through the six port facilities on the Estuary.

2. Functions of the Board

The Board and Chairperson of Shannon Foynes Port Company (SFPC) are appointed by the Minister for Transport, Tourism & Sport. The Board consists of up to eight members in total including the Chairperson and CEO, and has three sub-committees (Audit, Risk Management and Remuneration).

The purpose of the Board of Directors is:

- to act as custodians for, and to maximise the value of, SFPC assets;
- to direct strategy and operations;
- to act in the best interests of SFPC and its stakeholders at all times;
- to ensure that good corporate governance is always practiced within SFPC and to manage risk appropriately.

The following are the main items of the Shannon/Foynes Port Company's work programme:

- The preparation and adoption of a strategic plan;
- Oversight of the company's operations;
- Oversight of the company's risk management and system of internal control;
- Ensuring that the company's comply with corporate governance procedures;
- Oversee the appointment of the Chief Executive Officer, Company Secretary and other posts such as solicitors and auditors;
- Oversight of the remuneration of the Chief Executive Officer;
- Review and oversight of the procurement of goods and services and contracts;
- Review and approve the acquisition and disposal of assets;
- Oversight of the financial practices within the company including the approval of the annual budget, changes to accounting policies and practices.

The current board members are

Name	Role	Term Expiry Date
Michael Collins	Chairperson	21.12.16
Edmund Jennings	Director	23.07.20
Conal Henry	Director	04.04.17
Michael Finucane	Director	04.04.17
Joe Treacy	Director	28.08.17
Pádraig Cleary	Director	05.12.16
Pat Keating	CEO	

3. Person Specification

The Minister for Transport, Tourism and Sport invites expressions of interest from suitably qualified members of the public to join the Board of the Shannon/Foynes Port Company.

SFPC is at the early stages of implementing its inaugural 30 year Master plan, Vision 2041, and together with its EU designation as a Core Port and its national designation as a Port of National Strategic Importance (Tier 1) the Company is entering an exciting phase of expansion and growth. Consequently the ideal candidate will demonstrate experience at Board level of providing strategic insight and assistance in long term planning formulation, environmental management and sustainability and oversight in a capital intensive environment.

Candidates must possess:

Extensive experience in an executive management role with a strong commercial focus. It is particularly desirable that this include exposure to international markets in terms of trading or asset development in: commodities, energy and/or agriculture or global logistics experience in non-unitised markets in the above mentioned sectors.

Candidate should also demonstrate one or more of the following:

- Knowledge and experience at a Board or management level in the maritime / shipping area.
- Senior level management experience in Marketing in the shipping or logistics sectors.
- Commercial private sector experience at senior executive level in an international or global company.
- Extensive experience of Board Membership ideally inclusive of audit and remuneration subcommittee roles.
- Extensive experience of Corporate Governance, Risk Management and Strategic Planning responsibilities gained in the commercial semi-state or medium to large corporate sectors and/or commercial property management.

4. Terms of Appointment

This Appointment shall be subject to the relevant provisions of the Harbours Act 1996 and the Articles of Association of the Company and to the following conditions:

- Appointments to the Board will be for a period of up to 5 years at the minister's discretion with an option to extend the term of engagement for a second term of up to 5 years at the Minister's discretion.
- 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.

- If the Board Member is removed from office, or otherwise ceases to hold office, he or she shall have no claim for compensation or other payments in respect of such removal or cessation.
- 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 Board Member shall devote to the performance of his or her duties as much time as may be necessary for all proper and efficient discharge of those duties.
- 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 Public Expenditure & Reform ([Code of Practice for the Governance of State Bodies](#)).
- The Board Member shall not be entitled to receive any remuneration as Member of the Board in respect of any other services over and above those of Member performed by him or her on behalf of the Company, save with the consent of the Minister for Transport, Tourism and Sport and the Minister for Public Expenditure and Reform.
- 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.
- The Board member shall be aware of the duties of a director under the Companies Act 2014 and at all times act in compliance with the Act.
- The Board Member shall be aware of and supportive of National Ports Policy and give due regard to it in the board's decision making process.
- The Board Member shall ensure that appropriate commercial decisions are made acting in the best interests of SFPC and its shareholders at all times.

5. Submitting your Expression of Interest

Before submitting your expression of interest, please review the self-assessment questionnaire which can be found [here](#). This 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 the Person Specification section in this booklet. Please give careful consideration to the possibility of any potential conflict of interest that may arise if appointed to this board.

Your submission should be made via the following link www.stateboards.ie together with your **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.

If you have any questions regarding the application process please email info@stateboards.ie.

6. Assessment Process

An Assessment Panel (the “Panel”) will be convened by PAS to consider and assess the expressions of interest received by PAS. The Panel will:

- review and discuss the expressions of interest received against the specific appointment criteria for the role, as advertised in this Information Booklet;
- assess potential candidates 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; and/or
 - Any other selection or verification method deemed appropriate (this may include PAS requiring statutory declarations from shortlisted applicants as to the bona fides of the qualifications and experience contained in their applications).
- arrive at a shortlist of suitable candidates to be sent forward for consideration by the Minister.

7. Confidentiality

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence. All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

8. Data Protection Acts 1988 & 2003

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

APPENDIX 1

Submitting your expression of interest

In order to submit your application, you should take the following steps:

1. Go to www.stateboards.ie.
2. On the bar at the top of the page click on "Available Appointments".
3. 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).
4. On the relevant page please click on the "apply for position" button at the bottom of the page
5. 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.
6. 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.
7. 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".
8. 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.
9. 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.