



Appointments to the Board of Inland Fisheries Ireland

Closing Date: Midnight on 18th January 2016

**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. In that regard and in accordance with 13.2 of the Guidelines on Appointments to State Boards, "it is advisable that no member of a State Board should serve more than two full terms of appointment or should hold appointments to more than two State Boards."

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.

Appointments to the Board of Inland Fisheries Ireland

Location:	IFI Headquarters, 3044 Lake Drive, Citywest Business Campus, Dublin 24, D24 Y265
Number of Vacancies:	2 (1 nominated by the Minister for Arts, Heritage and the Gaeltacht & 1 Ordinary Member)
Remuneration:	€7,695 per annum, Travel and subsistence are 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 statutorily provided for e.g. Worker Directors).
Time Requirements:	11 full day meetings per annum. In addition it is expect that members attend some sub-committee meetings.

1. Background

Inland Fisheries Ireland (IFI) was set up under the [Inland Fisheries Act 2010](#) and is the statutory agency responsible for inland fisheries in Ireland to ensure that the valuable natural resources of inland fisheries and sea angling are conserved, managed, developed and promoted in their own right to generate a positive return for the community and the environment.

The principal function of IFI is set out under Section 7 (2) of the Inland Fisheries Act 2010. This is the protection, management and conservation of the inland fisheries resource. The general functions of IFI are to:

- (a) promote, support, facilitate and advise the Minister on the conservation, protection, management, marketing, development and improvement of inland fisheries, including sea angling;
- (b) develop and advise the Minister on policy and national strategies relating to inland fisheries including sea angling; and
- (c) to ensure implementation and delivery of policy and strategies developed under (b) as agreed with the Minister.

For further information on IFI, visit www.fisheriesireland.ie

2. Functions of the Board

The Board is responsible for setting the broad strategy and policies for the organisation. It is currently engaged with the promotion of the recently adopted National Strategy for Angling Development and in supporting the IFI in delivering on the imminent 5 year corporate plan.

The Board is also responsible for the system of internal financial control and for putting in place processes and procedures for ensuring that the system is effective. It performs these functions directly and through the operation of specific Board Committees in accordance with approved Terms of Reference. Responsibility for the implementation of policy rests with the executive management of IFI.

The Board operates in accordance with the provisions set out for the Membership of the Agency in the [Inland Fisheries Act 2010](#), in particular Section 12 which states that the Board shall consist of nine members and that the Minister shall, insofar as is practicable, aim to ensure an equitable gender balance on the Board. In accordance with the provisions of the Act, the [Ethics in Public Office Acts 1995](#) and [2001](#) and the [Code of Practice for the Governance of State Bodies](#), IFI Board members are required to provide an annual Statement of Interests to the Standards in Public Office Commission and the Secretary to the Board.

The current composition of the Board is:

Name	Appointed	Position type
Fintan Gorman	Sept 10, 2013	Chair ¹
Ciaran Byrne (Dr)	July 1, 2010	Ex-Officio Board Member
Frances Lucy	Mar. 24, 2015	Board Member ²
Sean Coady	Nov. 17, 2015	Board Member ³
Martin McEnroe	Feb. 26, 2014	Board Member ⁴
Niall Greene	July 1, 2014	Board Member ⁵
Peter John Nally	Sept. 10, 2013	Board Member ⁶

¹ Chair since 1/7/2015 - Minister for Environment, Community & Local Government nominee

² Joint Oireachtas Committee nominee

³ Staff Representative

⁴ Joint Oireachtas Committee nominee

⁵ Minister for Communications, Energy and Natural Resources nominee

⁶ Minister for Communications, Energy and Natural Resources nominee

3. Person Specification

Expressions of interest are invited from applicants who consider that they possess the skills and experience necessary to represent the public interest on the board of IFI. In light of Government Policy with regard to gender balance on State Boards, applications from women are particularly encouraged.

In the context of the recent adoption of the National Strategy for Angling Development and taking into account the existing skills on the board, the Ministers for Communications, Energy and Natural Resources and Arts, Heritage and the Gaeltacht are seeking applicants with a background in either **accountancy** or **marketing/PR**.

(a) Accountancy / Finance

Candidates must have significant professional experience as either an accountant, auditor or financial management specialist. It is desirable that they hold membership of a professional accountancy body.

(b) Marketing/ PR / strategic communications

Candidates must have professional experience at an appropriate level in marketing / PR / strategic communications. It is desirable that part of this experience be in the tourism sector.

It would also be desirable for candidates to have one or more of the following skills/experience:

- Professional experience in the development and implementation of Information Technology solutions
- Experience of IT change in an organisation
- Experience of management of large scale development grants.
- Significant private sector business experience at an appropriate level
- Previous board experience.

4. Terms of Appointment

Under the Act, appointments to the Board will be for an initial period of 5 years with an option to extend the term of engagement for a second term of 5 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. 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.