



**Appointment to the Board of the National Standards Authority of Ireland (NSAI)**

**Closing Date: Midnight on 25 February 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](http://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.

## Appointment to the Board of the National Standards Authority of Ireland (NSAI)

<b>Location:</b>	1 Swift Square, Northwood, Santry, Dublin 9.
<b>Number of Vacancies:</b>	1
<b>Remuneration:</b>	€7,695 per annum. Travel and subsistence is payable at the appropriate civil service rates. (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).
<b>Time Requirements:</b>	Approximately 8 board meetings per annum. There are also 5 audit committee meetings.

### 1. Background

The NSAI (National Standards Authority of Ireland) is a statutory body with responsibility for the policy instruments of Standardization, Metrology, Product Certification (CE mark) and Certification of conformity to a diverse range of national and international standards, which underpin an efficient trading infrastructure.

The NSAI (National Standards Authority of Ireland) is Ireland's official standards body which operates under the [National Standards Authority of Ireland Act \(1996\)](#).

Its main areas of work are:

- Developing and publishing Irish, European and International Standards with the aim of improving the quality, design, performance, safety and environmental impact of goods and services produced and sold in Ireland and internationally.
- Providing 3<sup>rd</sup> party certification services confirming compliance with standards and notified body services to a number of EU Directives relating to CE marking
- Monitoring and regulating metrology and measuring instruments used in trade
- Providing information and technical support to government, consumers and industry
- Representing Irish interests in European and International Organisations that work towards technical harmonisation and removal of technical barriers to trade.

The purpose of its international activity is to work with others and facilitate Irish input to the development of consistent international written standards and measurements, which in turn can help ensure fair trade.

The NSAI is accountable to the Minister for Jobs, Enterprise and Innovation.

The legislative basis for the NSAI is set out in the following;

[National Standards Authority of Ireland Act \(1996\)](#)

[Metrology Act \(1996\)](#)

[Packaged Goods \(Quantity Control\) Act \(1980\)](#)

Further details on the NSAI can be accessed at [nsai.ie](http://nsai.ie)

## 2. Functions of the Board

The Board ensures the implementation of best practice corporate governance principles, compliance with statutory obligations and the guidelines set out in the “Code of Practice for the Governance of State Bodies” both in its own activities and those throughout the organisation.

The Board sets the strategic direction, performance objectives, risk parameters and broad policies of the organisation,. It exercises oversight of operations, the internal control environment and the achievement of objectives through executive reporting and key performance indicators. To assist in this oversight the Board has established Audit, Governance and Nominations Sub-committees.

The roles and responsibilities of Board Members are further described in the [Code of Practice for the Governance of State Bodies 2009](#).

The responsibility for implementation of strategy and operational delivery rests with the executive.

The current composition of the board is:

<b>Name</b>	<b>First Appointed</b>	<b>Reappointed</b>	<b>Position type</b>	<b>Basis of appointment</b>
Julie O'Neill	16/07/2013		Chair	Ministerial
Aidan O'Boyle (Dr.)	12/05/2014		Board Member	Ministerial
Aideen Goggin	31/01/2013		Board Member	Ministerial
Deirdre O'Hara	31/01/2013		Board Member	Ministerial
Deirdre Smith	12/05/2014		Board Member	Ministerial
Eugene Forde	22/10/2013		Board Member	Department representative
Kevin Early	01/10/2015		Board Member	Staff representative
Kieran Cox	14/04/2012		Board Member	Staff representative
Kieran Ryan	15/04/2009	14/04/2015	Board Member	Ministerial
Maurice Buckley	01/03/2007	28/02/2014	Board Member	Ex officio. Chief Executive
Terry Landers	06/03/2012	28/03/2014	Board Member	Ministerial
Valerie Bowens	12/05/2014		Board Member	Ministerial

### 3. Person Specification

The Minister for Jobs, Enterprise and Innovation invites applications from suitably qualified candidates, with a background in accounting, to fill a vacancy on the board of the NSAI.

Candidates **must** have:

- Membership of a professional accounting body
- Substantial professional experience, at a senior management level, in an organisation in the area of accountancy, audit and/or corporate finance
- Experience as a member of an Audit Committee or of having engaged with auditors or in audit programmes

It is also desirable that candidate have:

- o previous board experience or a qualification in corporate governance or demonstrable skills in corporate governance.
- o experience of the internal control environment and risk management

### 4. Term of Appointment

The Act dictates that on every anniversary of the establishment day (14 April), three of the members of the Board, excluding the *ex-officio* Chief Executive, shall retire. The members to retire each year shall be those who have been longest in office since their previous appointment. It is anticipated that a term will last around 3 years with a possible reappointment for a further term.

According to the First Schedule of the NSAI Act 1996:

- (1) The Minister may remove a Board member from office.
- (2) A member may resign office by notice in writing to the Minister with a copy to the Chief Executive Officer of the Authority and the resignation shall take effect on the date on which the Minister receives the notice.
- (3) A member shall be disqualified from holding and shall cease to hold office if that member is adjudged bankrupt, or makes a composition or arrangement with creditors, or is convicted of any indictable offence in relation to a company, or is convicted of an offence involving fraud or dishonesty whether in connection with a company or not, or is the subject of an order under [section 160](#) of the [Companies Act, 1990](#) .
- (4) ) Where a member is—
  - a. nominated as a member of Seanad Éireann, or
  - b. elected as a member of either House of the Oireachtas or of the European Parliament, or
  - c. regarded pursuant to [section 15](#) (inserted by the [European Assembly Elections Act, 1984](#) ) of the [European Assembly Elections Act, 1977](#) , as having been elected to such Parliament to fill a vacancy, that person shall thereupon cease to be a member of the Board.

## 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](http://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](mailto: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](http://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](http://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.