



Appointments to the Board of the Irish National Stud Company Ltd.

Closing Date: Midnight on 5 April 2016

**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. 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 the Irish National Stud Company Ltd.

Location:	Tully, Co. Kildare
Number of Vacancies:	4
Remuneration:	€8,100 per annum. Travel and subsistence are 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).
Time Requirements:	Five per annum

1. Background

The Irish National Stud (INS) is situated at Tully, County Kildare and is a private limited company, the shares of which are held by the Minister for Finance. There are four separate but interdependent aspects to the company: Stud, Farm, Tourism and Education.

The stud element of the business covers all aspects of thoroughbred breeding. The INS also provides long and short term boarding facilities for mares, foals yearlings and racehorses out of training.

The total acreage of the farm is 958 statute acres and there are 291 stables located in 9 different areas of the farm.

The INS offers four distinct tourist attraction areas for visitors: the Japanese Gardens, St. Fiachra's Gardens, the Horse Museum and the Stud Farm itself.

The Thoroughbred Breeding course is a six month intensive programme which charts the breeding season with the aim of educating future industry leaders. The residential course has a varied syllabus ensuring that upon graduation the students have a well-rounded knowledge of the thoroughbred breeding industry.

2. Functions of the Board

The board of directors of the INS is responsible for promoting the success of the company by leading and directing the organisation's activities. It has a strategic function in approving the vision, mission and goals of the organisation.

Additionally, the board is responsible for ensuring compliance with all applicable legislative obligations and establishes a policy based governance system with ultimate responsibility for ensuring an effective risk management process is in place and regularly reviewed.

It also has a fiduciary duty to protect the company's reputation, assets and stakeholder investment in conjunction with an internal financial monitoring and control function to ensure the integrity of published financial statements. The approval of all major purchases also falls within the remit of the board of directors.

The INS Board of directors consists of a chairman and six ordinary members:

Name	Appointed	Position type
Matt Dempsey	Oct. 31, 2013	Chair
Dr Sean Brady	May 19, 2010	Member
Jessica Harrington	May 19, 2010	Member
John Tuite	April 9, 2014	Member
Kate Horgan	Oct. 29, 2013	Member
Mark Weld	Oct. 29, 2013	Member
Seamus Boyle	April 9, 2014	Member

3. Person Specification

The Minister for Agriculture, Food and the Marine invites expressions of interest from suitably qualified candidates for positions on the board of the Irish National Stud Company Ltd. Please note that due to the areas of responsibility of board members, the potential for conflict of interest if applicants are owners of stallions is significant. Any potential conflict of interest must be outlined in the cover letter and may constitute a reason for the assessment panel to not shortlist a candidate or for the Minister not to make an appointment to the board depending on the degree of that conflict.

Candidates must meet the requirements listed under one or more of the following profiles:

a. Industry experience:

Candidates must have a demonstrable deep involvement and broad knowledge of a number of aspects of the flat racing bloodstock sector, preferably with experience of international bloodstock breeding.

b. Risk management and Corporate Governance:

Candidates must have significant demonstrable senior management experience in both risk management and corporate governance. Qualifications and/or membership of professional bodies in either area are also desirable as is some knowledge of the sector.

c. PR / Marketing / Fundraising

Candidates must have significant demonstrable practical experience of engaging in the design or management of PR, Marketing and/or Fundraising campaigns. It is particularly desirable that candidates have worked in the tourism industry including equine tourism and agribusiness.

d. Infrastructure development:

Candidates must have experience in infrastructural development as evidenced by extensive professional experience as an architect, engineer, planner or similar and membership of the relevant professional body. It is particularly desirable that candidates have significant demonstrable practical experience of large-scale capital investment projects, preferably in the bloodstock and/or tourism sectors.

It is also desirable that candidates have:

- Professional experience of senior management recruitment, HR and/or IR
- Financial management / experience of interpreting financial reports
- Previous board experience

4. Term of Appointment

Rotation of Directors is determined by the Articles of Association of the Irish National Stud Company. The term of appointment for each Director depends on this process. At the Annual General Meeting each year two of the longest serving Directors for the time being appointed shall retire from office. A retiring Director shall retain office until his/her successor has been appointed. Directors of the Company shall be appointed by the Minister for Agriculture Food and Marine after consultation with the Minister for Public Expenditure and Reform. Also the term of appointment is subject to:

- Directors of the Company may be removed from Office by, the Minister for Agriculture, Food and the Marine after consultation with the Minister for Public Expenditure and Reform.
- 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.
- 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

Should your name be forwarded to a Minister for consideration, please note that your cover letter and curriculum vitae will be forwarded to the State Board Liaison Officer in the relevant department and may be retained for up to one year.

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.