

Appointments to the Irish Water Safety Council

Closing Date: 3pm on Friday the 4th of November

**State Boards Division
Public Appointments Service
Chapter House, 26 – 30 Abbey Street Upper, Dublin 1**

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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 2016](#) 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 Irish Water Safety

Location:	Galway
Number of Vacancies:	5
Remuneration:	Nil. Travel and subsistence are payable at the appropriate Civil Service rate.
Time Requirements:	6 meetings per annum, generally lasting one half day each. 1 day's preparatory reading required per meeting. Successful candidates are expected to sit on one commission or sub-committee requiring a further 5 meetings per annum with significant preparatory work. Total time requirements inclusive of the above will be up to 20 hours (depending on the Commission).

1. Background

Irish Water Safety is the statutory body established to promote water safety in Ireland. Its role is to educate people in water safety best practices. It develops public awareness campaigns to promote necessary attitudes, rescue skills and behaviour to prevent drownings and water related accidents.

In 2006 the then Minister for Environment, Heritage and Local Government signed [S.I. No. 389/2006: Irish Water Safety \(Establishment\) Order, 2006](#). This Order re-established the existing Irish Water Safety Association as a corporate body under a new title, Irish Water Safety, in accordance with Section 3 of [the Local Government Services \(Corporate Bodies\) Act, 1971 \(No. 6 of 1971\)](#).

The principal functions of Irish Water Safety are set out in Section 4(1) of S.I. No.389/2006. Accordingly, the Council shall—

- promote public awareness of water safety,
- promote measures, including the advancement of education, related to the prevention of accidents in water,
- provide instruction in water safety, rescue, swimming, resuscitation and recovery drills,
- promote efficiency and standardisation of the lifeguard service,
- establish of national standards for lifeguards, lifesaving and water safety, and
- provide such other services relating to water safety as the Minister for the Department of Housing, Planning, Community and Local Government, hereinafter referred to as 'the Minister', may from time to time require, direct or determine.

The website of [Irish Water Safety](#) provides further information about its role and programmes.

Functions of the Council

The principal functions of the Council are set out in Section 6 of S.I. 389 of 2006 – *'[t]he Council shall exercise the powers of the Body, organise the Body and control and manage the affairs of the Body.'* The Council is collectively responsible for leading the body's activities, including setting strategic direction and monitoring the activities and effectiveness of management. IWS's strategic plan for the period 2012-2017 can be accessed through the following link – ['Strategic Development Plan'](#).

Specifically, the Council is responsible for –

- preparing and directing Irish Water Safety strategy and structure, including agreeing, monitoring and controlling implementation of strategy, policies, plans, and legal and fiduciary obligations,
- developing and maintaining relationships with stakeholders and other interested parties to promote and meet their interests,
- keeping proper books of accounts,
- safeguarding the assets of the body and ensuring steps are taken to prevent and detect fraud and other irregularities,
- ensuring compliance with all applicable statutory obligations,
- ensuring compliance with the Performance Framework Agreement between IWS and the Minister and
- ensuring compliance with the Code of Practice for the Governance of State Bodies.

The Council's programme of work is organised through the following Irish Water Safety committees –

- Technical Committee,
- Education Commission,
- Audit and HR Commission, and
- Marketing Commission.

The following sub-committees report to the Irish Water Safety Technical Committee:

- Rescue Commission
- Sports Commission
- Swimming Commission
- Lifesaving & Lifeguarding Commission

The following sub-committees report directly to the Council:

- Suicide Working Group
- The Pre-Hospital Emergency Care Council (PHECC) Development Working Group
- Swimming Pool Software Development Group

The Council consists of thirteen members appointed by the Minister, of whom five are elected voluntary members of Irish Water Safety. It is serviced by a full time administrative office based in Galway, comprising a Chief Executive and six administrative/development staff.

The current composition of the Council is:

Name	Expiry Date	Position type
Anne Ryan	20/11/2016	Board Member
Brendan McGrath	20/11/2016	Board Member
Christy McDonagh	20/11/2016	Board Member
John Considine	20/11/2016	Board Member
Lola O'Sullivan	20/11/2016	Board Member
Martin O'Sullivan	20/11/2016	Board Member (Chair Designate)
Michael Cuddihy	20/11/2016	Board Member
Odran Reid	20/11/2016	Board Member
Paul Murphy	20/11/2016	Board Member
Seamus O'Neill	20/11/2016	Board Member
Tom Doyle	20/11/2016	Board Member

2. Person Specification

The Minister invites applications from suitably qualified candidates with significant senior level experience in one or more of the following:

A. Business Experience

Candidates must have significant senior experience in **at least one** of the following:

- Marketing
- Promotions
- Communications
- Fundraising

and, ideally, experience of at least one of the following:

- Brand management experience – including Merchandising
- Directing organisational development and contributing to strategic reviews / strategic change initiatives.

B. Legal Experience

Candidates must hold a recognised qualification in law and current membership of the relevant professional body, or be former legal practitioners. Candidates must also have significant post qualification professional experience in **one** or more of the following areas:

- Contract management
- Negotiation and mediation
- Data protection
- Fraud
- Corporate governance
- Employment law
- Public sector procurement practices
- Experience of prosecutions
- Grounding in principles of jurisprudence and legislation
- EU Directives

C. Information Technology

Candidates must have extensive and broad professional experience in ICT management at a sufficiently senior level, ideally with a relevant ICT qualification and including **one** or more of the following:

- IT security
- Systems design and integration
- Cloud computing
- ICT strategy development and implementation
- ICT change management programmes
- Social media
- Information provision strategies
- Website, portal and mobile application development using latest technologies
- Data protection
- Information security
- Analytics

D. Accountancy/Audit / Finance Experience

Candidates must have extensive accountancy / audit experience at senior management level in an organisation, and a qualification or membership of a relevant professional body and at least **one** of the following:

- Membership of the audit committee or of having engaged with auditors or in audit programmes
- Significant professional senior management experience in corporate governance and accountability standards in Ireland
- A relevant managerial or administrative role which demonstrates experience in the implementation of change management
- Resource Allocation
- Involvement in the provision of strategic financial planning guidance
- Extensive experience of financial control and reporting
- Commercial management of outsourced services
- Management of financial risk

E. Human Resource Management

Candidates must have demonstrable significant senior level experience in Human Resources Management in an organisation, including extensive experience in at least **one** of the following:

- Recruitment and training
- Career development
- Compensation and benefits
- Employee relations, Industrial relations,
- Employment law and compliance
- Disciplinary and grievance issues
- Experience in dispute resolution

In addition it is **desirable** that candidates will have some experience in the following areas:

- Knowledge and experience of aquatic activities or sports
- Board Experience

3. Term 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 2014 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.

4. 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.

5. 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.

6. 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.

7. Data Protection Acts 1988 & 2003

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

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

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.