

Appointments to the Board of the Health and Safety Authority

Closing Date: 15:00 on 18th November 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 2016](#) (the Code), 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 Health and Safety Authority

Location:	Dublin
Number of Vacancies:	1 Chair, 1 Independent Member
Remuneration:	Chair: €11,970 Member: €7,695 Travel and Subsistence are payable at 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:	9 meetings of ½ day's duration per annum, with an additional half day for preparatory work. Board Members will be expected to sit on one of the sub-committees or advisory committees that report to the board, with additional time requirements of 9 further half days per annum. Board papers are circulated electronically one week in advance of meetings.

1. Background

The Health and Safety Authority (HSA), originally established in 1989, operates under the [Safety, Health and Welfare at Work Act 2005](#) and the [Chemicals Acts 2008-2010](#).

The Authority is the national statutory body with responsibility for enforcing occupational safety and health law, promoting and encouraging accident prevention, and providing information and advice to all companies, organisations and individuals. The Authority is also the national Competent Authority for REACH (Registration, Evaluation, Authorisation and Restriction of Chemicals) and other chemicals legislation. The Authority deals with every size of workplace in every economic sector. It is also responsible for accreditation.

The aim of the Authority is to make occupational safety, health and welfare an integral part of doing business in every Irish workplace and to ensure that the manufacture and use of chemicals in Ireland do not affect human health or the environment. Further information on the Authority can be found on its website, www.hsa.ie

The Health and Safety Authority's 2015 Annual Report can be found [here](#).

2. Functions of the Board

The Board is responsible for setting the broad strategy and policies for the organisation. It is 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 sub-committees in accordance with approved Terms of Reference. Responsibility for the implementation of policy rests with the executive management of the Authority

All board members have the same general responsibilities to the organisation. Members must act solely in the interests of the Authority, to the exclusion of outside interests.

The breadth of the Authority's remit spans more than 200 statutes, Regulations and Conventions and touches on the spheres of responsibility of a number of other regulators, Government Departments, their offices and other agencies. To ensure the most effective and efficient operation and deployment of valuable State resources, the HSA has entered into over 20 memoranda of understanding, as well as bilateral and multilateral working arrangements with these other organisations.

The [Authority's Statement of Strategy 2016-2018](#) is the fourth statement of strategy prepared under the Safety Health and Welfare at Work Act, 2005. The [Authority's 2016 Programme of Work](#) has also been published following its approval under the Act of 2005.

The current composition of the current Board is as follows:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Michael Horgan	20/12/2010	20/12/2013	19/12/2016	Chair	Ministerial
James Phelan (Prof.)	26/02/2014		25/02/2017	Board Member	Ministerial on Application
John McCartney (Dr.)	26/02/2014		25/02/2017	Board Member	Ministerial on Application
Carol Bolger	26/02/2014		25/02/2017	Board Member	Ministerial on Application
Vicki O'Reilly	26/02/2014		25/02/2017	Board Member	Ministerial on Application
Paul Cullen	20/12/2013		19/12/2016	Board Member	Ministerial - Departmental
Pat Kenny	20/12/2013		19/12/2016	Deputy Chair	Ministerial – Nominated by ICTU
Christine Rowland	20/12/2013		19/12/2016	Board Member	Ministerial – Nominated by ICTU
Frank Vaughan	20/12/2013		19/12/2016	Board Member	Ministerial – Nominated by ICTU
George Brett	20/12/2010	20/12/2013	19/12/2016	Board Member	Ministerial – Nominated by IBEC
Michael Gillen	20/12/2013		19/12/2016	Board Member	Ministerial – Nominated by IBEC
Robert Butler	20/12/2013		19/12/2016	Board Member	Ministerial – Nominated by IBEC

Three sub-committees composed of board members report to the Authority as follows:

- Audit and Finance Sub-Committee
- Legislation and Guidance Sub-Committee
- Strategic Review Group (a sub-committee charged with the review of the performance of the CEO, etc)

The Authority has established advisory committees to facilitate stakeholder engagement in tackling health and safety issues in key sectors. Members of the board are appointed to chair these committees which consist of:

- Farm Safety Partnership Committee
- Construction Safety Partnership Committee

3. Person Specification

Chairperson

Applicants should be aware that it is essential that the Chair be able to work well with Board Members (including members nominated by organisations of employers and workers organisations) as well as with the Executive of the Authority and the parent Department and be able to foster cooperation between the diverse interests represented at board level in the interests of reaching consensus. The Chairperson of the Authority requires objectivity, independence, integrity and good faith.

The Chairperson must be committed to the highest standards of integrity and governance in order to contribute to the maintenance of the Authority's strong reputation for impartiality as the national competent authority responsible for Ireland's occupational health & safety and chemicals regulatory systems.

Candidate's attention is drawn to the general details of the role of Chairperson as set out on page 19 of the Code which can be found [here](#). The Principle states:-

- The Chairperson is responsible for leadership of the Board and ensuring its effectiveness on all aspects of its role.
- The Chairperson should display high standards of integrity and probity and set expectations regarding culture, values, and behaviours for the State body and for the tone of discussions at Board level.

Applicants **must** have:

- Previous Board experience
- It is also a requirement that applicants satisfy the criteria in **either or both** of the categories set out below.
- **Corporate Governance/Compliance**
Significant experience at senior board or executive level of good corporate governance and compliance practices
- **Strategic Management/Change Management**
Significant senior level practical experience in developing and implementing strategy or change management in a large public or private sector organisation.

Ordinary Member

Candidate's attention is drawn to the provisions of the Code in relation to the role of a Board member, where the principle states:-

- Each State body should be headed by an effective Board which is collectively responsible for the long-term sustainability of the body.
- Non-executive Board members should bring an independent judgement to bear on issues of strategy, performance resources, key appointments and standard of conduct.

Details on the role of Board Members can be found in Section 3 of the Code which can be found [here](#).

Human Resource Management/Occupational Health

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

- Health, Safety and Wellbeing
- Managing people and organisations through change
- Risk management/audit/finance

4. Term of Appointment

Appointments to the Board will be for an initial period of 3 years with an option to extend the term of engagement for a second term of 3 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 Schedule 5 of the [Safety, Health and Welfare at Work Act 2005](#), 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 Revised Code of Practice for the Governance of State Bodies 2016 which is available on the website of the Department of Finance [Code of Practice for the Governance of State Bodies 2016](#).
- 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 Application

Before submitting your application, 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 application. 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 applications 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
 - Meeting¹/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.

¹ The Public Appointments Service will not be responsible for refunding any expenses incurred by candidates.

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 application:

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.