



Appointment to the Board of Skillnets

Closing Date: 15:00 on 29th March 2017

The Minister for Education & Skills is seeking to appoint suitably qualified candidates to the Board of Skillsnet. Interested candidates should ensure they meet the criteria under section 3 (Person Specification) below, and should email a current curriculum vitae, along with a cover letter outlining the specific expertise they would bring to the role for which they are applying, to the Public Appointments Service at stateboards@publicjobs.ie. Shortlisting on the basis of written applications will apply.

Membership of State Boards

Although Skillsnet is not a State Board, it has taken the decision to formally adopt the contents of the Code of Practice for the Governance of State Bodies, in order to ensure adherence to best practice.

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. 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.

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Location:	Dublin
Number of Vacancies:	Maximum of 3 positions
Remuneration:	€5,985 (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:	6 meetings per annum (in addition, there may be a requirement to participate as a member of Board committees)

1. Background

Skillnets was established in 1999 and supported with NTF funding provided from the Department of Enterprise, Trade and Employment (DETE). It is now funded by the Department of Education and Skills from the NTF. In 2015 42,228 employed people and 6,695 unemployed people were trained by Skillnets. 12,861 private enterprises participated in Skillnets training in 2015.

Operating as company limited by guarantee, Skillnets' role is to act as an enterprise-led support body dedicated to the promotion and facilitation of enterprise training and workforce development as key elements in sustaining national competitiveness. The primary aim of Skillnets is to increase participation in enterprise training by companies to upskill the workforce and provide greater access for workers to skills development. Skillnets fosters an enterprise-led and networked approach to the provision of training. This encompasses support for high growth as well as vulnerable sectors, ensuring insofar as possible, that training is available to employees at all levels in participating private enterprises. Skillnets also supports the needs of jobseekers by focusing on integrated training with enterprise and through work placement in areas of high employment potential.

Participating companies provide up to 50% in match funding to the grants approved by Skillnets. Clear focus is given at all times to value for money, efficiency and effectiveness in the delivery of training and up-skilling.

Skillnets Programmes:

- **Training Networks Programme (TNP):** Enterprise-led learning networks in over 60 sectors and regions nationally.
- **Finuas Networks Programme:** Dedicated programme for the international financial services (IFS) sector.
- **Future Skills Needs Programme (FSNP):** Funding for the design of innovative training to address future skills needs.

- **Job-seekers Support Programme (JSSP):** Employment activation initiative to assist job-seekers to gain employment.
- **Management Development (MD):** A management development offering to support SME owner-managers

2. Functions of the Board

The Board of Directors acts as stewards of Skillnets CLG and has the authority and duty to manage the affairs and business of Skillnets CLG and its subsidiary, Skillnets Services DAC.

While the fundamental objective of the Board is to act in the best interest of Skillnets CLG, the Board has a responsibility to ensure coherence between strategic goals, operational management and management performance.

In discharging its obligations, the Board's principal duties include:

- To provide leadership in setting Skillnets' long-range strategic direction, and to approve and monitor Skillnets' overall strategic plan, operating goals, operating budget, performance indicators and the business plans established to achieve them.
- To ensure that the Executive team consistently adheres to and implements policy and procedures as advised.
- To identify the principal risks that need to be managed and achieve a proper balance between exposure to risks and potential returns and to oversee the implementation of appropriate systems to manage these risks.
- To adopt policies and processes to enable effective communication with stakeholders, employees and the public.
- To develop practices to ensure that the Board functions independently of management.
- To undertake a rigorous and formal evaluation of the Board's own performance and that of individual directors at least every 18 months.

Management of the day to day functions of SkillnetsCLG is the responsibility of the Chief Executive Officer.

The current compositions of the Board is as follows:

Name	First Appointed	Position type	Basis of appointment
Brendan McGinty	08/09/2004	Chair	IBEC nominee
David Delaney	12/02/2015	Board Member	IBEC nominee
Eamonn Devoy	08/12/2011	Board Member	ICTU nominee
George Hennessy	04/02/2010	Board Member	Construction Industry Federation
Henry Murdoch	01/02/1999	Board Member	Ministerial nominee
Ian Talbot	11/09/2008	Board Member	Chambers Ireland
Kara McCann	15/02/2015	Board Member	IBEC nominee
Karl McDonagh	08/12/2011	Board Member	IBEC nominee
Mairead Divilly	01/02/1999	Board Member	SFA nominee
Margaret McCarthy	03/09/2015	Board Member	Ministerial nominee
Nuala Keher	01/02/1999	Board Member	ICTU nominee
Peter Rigney	01/02/1999	Board Member	ICTU nominee

Name	First Appointed	Position type	Basis of appointment
Terry Hobdell	01/02/1999	Board Member	Ministerial nominee

3. Person Specification

Applications are invited from candidates that consider they meet the the criteria in one or both of the following:

1. Corporate Governance/HR Experience

Candidates must demonstrate that they have extensive senior experience in HR or Corporate Governance with demonstrated in-depth knowledge or experience of at least two of the following

- Ireland's economy,
- Ireland's labour market,
- Ireland's enterprise base
- Regional development.
- Human resource development

2. Education Sector Experience

Candidates must demonstrate that they have extensive senior experience in provision within the higher education and the further education and training sectors in Ireland.

In addition, it is desirable that the candidate have :

- Previous Board experience
- Experience with the legislation and environment in which Skillnets operates and the obligations that apply to a public body. (Lobbying Act, Freedom of Information Act, Public Procurement Policy etc)

Appointments to the Board of Skillnets Limited shall be made with due regard to best practice in terms of gender balance requirements.

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](#).

4. Term of Appointment

Appointments to the Board will be for an initial period 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 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](#).
- 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

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 email to stateboards@publicjobs.ie together with your **Curriculum Vitae** and a **cover letter**

If you have any questions regarding the application process please email stateboards@publicjobs.ie

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.