



**Appointment to the Board of Bord Iascaigh Mhara (BIM)
The National Sea Fisheries Board
Closing Date: 15:00 on 3rd of April 2017**

**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 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 Bord Iascaigh Mhara

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| Location: | Dun Laoghaire, Co. Dublin |
| Number of Vacancies: | 4 Ordinary Members |
| Remuneration: | €7,695 per annum. Travel expenses are payable at the appropriate civil service rate. (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: | Approximately 11 half-day meetings per annum. Additional attendance at sub-committee meetings and key organisational and industry events such as conferences, awards etc. may be required. One of the appointees will be required to chair the audit and risk committee which will require attendance at and preparation for 4 half-day meetings per annum. |

Background

Bord Iascaigh Mhara (BIM), the Irish Sea Fisheries Board, is the Irish State agency with responsibility for developing sustainable Irish Sea Fishing and Aquaculture industries. BIM was established under the Sea Fisheries Act 1952. BIM provides a range of services including advisory, financial, technical, developmental and training supports to all sectors of the Irish seafood industry. BIM's primary objective is, in line with Government policy, to expand the volume, quality and value of output from the seafish and aquaculture sectors by focusing on the opportunities for growth in these sectors.

1. Functions of the Board

The role of BIM as the seafood industry's developmental agency is a varied one with stakeholders ranging from fishermen to NGOs, from regulators to the consumer, from seafood processors to international markets. The Board oversees the implementation of BIM's strategy and the Government's strategy for the seafood sector. The Board helps support BIM in its role of developing the Irish seafood sector in line with Government Strategy for the seafood sector. The main remit of BIM is to help grow the Irish seafood sector. To this end the Board will approve industry initiatives including grant-aid to the seafood sector. In addition they review internal controls, approve the Annual Report, review significant capital investments and delegate authority to BIM Management for the executive role of managing the company on a daily basis. The Board also approves the annual work programmes which help implement the BIM strategy and Government Strategy. The Board has one sub-committee i.e. the Audit Committee which will include some of the Board members and is chaired by a person other than the Chairman of the main Board.

The following matters are reserved functions of the Board:

- Strategic Plan
- Production of the Annual Report and Financial Statements
- Treasury Policy
- Delegated Authority Levels, Treasury Policy and Risk Management Policies
- General Tendering and Purchasing Procedures
- Review of Effectiveness of System of Internal Control
- Approval of Annual Budgets and Corporate Plans
- Approval of the Terms of Major Contracts
- Approval of all fixed assets expenditure items over €20,000 in value, all such items must be in line with procurement guidelines.
- Significant Acquisitions, Disposals and Retirement of assets of the BIM or its subsidiaries
- Compliance with Statutory and administrative requirements in Relation to the Approval of the Number, Grading, and Conditions of Appointment of all Staff
- Major Investments and Capital Projects
- Code of Conduct
- Protected Disclosure Oversight
- Disaster Contingency Plans
- Assessment of Performance of, and succession planning for, the Chief Executive

Audit Committee

The audit committee report to the Board a minimum of four times a year.

Candidate's attention is drawn to the provisions of the Code in relation to Audit and Risk Committee membership which can be found [here](#).

2. Person Specification

With a view to appointing up to 4 members to Bord Iascaigh Mhara in 2017, the Minister for Agriculture, Food and the Marine invites expressions of interest from suitably qualified candidates with industry experience.

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

A. Industry experience:

Candidates must have a demonstrable involvement and broad knowledge of the seafood sector covering sea fisheries and aquaculture preferably with experience and expertise at Irish and EU level;

and/or

Candidates must have a career history that demonstrates relevant practical expertise and an understanding of the specifics of the wider seafood industry covering commercial fishing, aquaculture farming, aquaculture regulatory framework, processing sector.

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.

C. Strategic Development:

Candidates must have significant expertise and experience in strategy development ideally in the agri- food industry sector. It would be beneficial if applicants also demonstrate international exposure to the wider global agri-food industry and networks. Similar relevant experience in other sectors will also be considered.

D. Senior Management Experience

Candidates must have significant experience in a senior management role, from within the public or private sectors and a career history which would ideally demonstrate evidence of:

- Experience of successful strategic organisational change, nurturing innovation, developing business recommendations to compete effectively in the global agri-food market or wider economy.
- Previous engagement with or membership of a Board
- Financial management/experience of interpreting financial reports

Expertise and experience in the following areas is desirable:

- Marketing.
- Communications.
- Strategic Planning.
- Project Management.

For all applicants, expertise and experience in the following areas is desirable:

- Board Membership
- Corporate Governance and Compliance
- Senior Management

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](#).

3. Term of Appointment

Under the Act, 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 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.

4. 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.

In order to qualify for nomination a person must not have any conflicts of interest likely to interfere with his/her ability to play a full part in the work of the Board. You should carefully consider whether you have any real or perceived conflicts of interest before submitting your expression of interest.

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.

5. 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.

Please note that the Public Appointments Service will not be responsible for any expenses incurred by candidates as part of our selection process.

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.

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

7. 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.