



**Appointments to the Board of Beaumont Hospital**

**Closing Date: 15:00 on 18<sup>th</sup> May 2017**

**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](http://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 Beaumont Hospital

<b>Location:</b>	Beaumont Hospital, Dublin
<b>Number of Vacancies:</b>	Chairperson and up to 6 Ordinary Members
<b>Remuneration:</b>	Nil. Travel and subsistence are payable at the appropriate civil service rate.
<b>Time Requirements:</b>	Meetings are held monthly and are about 3 hours long. Roughly two hours preparation time is needed before each meeting. The Board has 3 sub-committees, two of which meet monthly and one quarterly and each board member is required to sit on one committee only. These meetings are around 2 hours in duration.

### 1. Background

The Beaumont Board was established by Statutory Instrument in 1977 (SI No 255/1977).

Beaumont Hospital is a large academic teaching hospital 5km north of Dublin City centre. It provides acute care services across all medical and surgical specialties to a local community of some 310,000 people. It is a Designated Cancer Centre and Treatment Centre for Ear, Nose, Throat and Gastroenterology and National Centre for Neurosurgery and Neurology, Renal Transplantation, Cochlear Implantation and Head and Neck surgery.

It employs approximately 3,000 staff and has 820 beds. It is the principal teaching hospital for the Royal College of Surgeons in Ireland, and employs almost 3,500 multi-disciplinary staff. The Hospital enjoys close links with Dublin City University, especially in the area of nurse training, and with other academic institutions in respect of training and research.

For further information on Beaumont Hospital, please see [www.beaumont.ie](http://www.beaumont.ie)

### 2. Functions of the Board

The Board is collectively responsible for the long-term sustainability of Beaumont Hospital. As set out in Regulation 4 of S.I. No 255 of 1977 (Beaumont Hospital Board (Establishment) Order, 1977 as substituted by S.I. No. 13 of 1988), the functions of the Board are as follows:

- (a) To conduct, maintain, manage and develop at the hospital built by the Board at Beaumont, Dublin such hospital services as may, from time to time, be approved by the Minister;
- (b) To provide such facilities for the teaching of medical, nursing and para-medical students as may, from time to time, be determined by the Minister after consultation with the Board;
- (c) To provide such other services and facilities as may, from time to time, be determined by the Minister, after consultation with the Board.

### 3. Person Specification

The Minister for Health invites applications from suitably qualified candidates for the position of Chairperson and up to six positions as Ordinary Members on the Board of Beaumont Hospital, who demonstrate the appropriate skills as set out below.

#### 3.1 Chairperson

As Chairperson of Beaumont Hospital Board you will have a key role in the development and implementation of effective corporate and clinical governance in the Hospital along with oversight of the systems of quality and safety of systems of care in place for patients at the hospital.

You will work with the Board, the Chief Executive and the hospital management team. You will have regular meetings with the CEO and be available to attend formal hospital functions. In particular your role will need to ensure that services are managed and developed in line with the Standards for Safer Better Healthcare. Other responsibilities of your role will be to:

- (i) Seek assurances from the Executive as to the demonstrable effectiveness of the quality, safety and timeliness of the services delivered and the robustness of the financial, corporate and clinical risk management in the Hospital;
- (ii) Guide the Chief Executive and hospital management team in:
  - a. Developing the hospital as a leading healthcare organisation, nationally and internationally; improving health outcomes through collaboration and innovation.
  - b. Participating as an integral part of the RCSI Hospital Group
  - c. Developing a collaborative working relationship with other hospitals within the RCSI Hospital Group
  - e. Developing a collaborative working relationship with colleagues in primary, community and social care to deliver a more integrated approach to meet the health needs of the population.
- (iii) Ensure compliance with Government policy and good governance of the Hospital in accordance with all relevant national policies and standards;
- (iv) Ensure the Board places the highest value on service to patients;
- (v) Ensure the Board and Executive foster strong and vibrant links with academic partners and encourage an open culture of learning and evidence-based enquiry;
- (vi) Lead the Board and Executive in creating an environment which will facilitate the recruitment and retention of high quality clinical, consultant, allied health professional, managerial and administrative staff in the Hospital.

#### Person Specification - Chairperson

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.

## Essential Criteria:

All candidates for this role **must** be able to demonstrate that they meet the following essential criteria:

The Chairperson should have proven ability demonstrated by significant relevant experience at a sufficiently senior level in at least one of the following:

- Governance;
- Planning and Change Management;
- Irish and International Healthcare Systems.

**In addition**, the Chairperson will demonstrate:

- Evidence of leadership experience at a sufficiently senior level which demonstrates the ability to chair a Board which is engaged in delivery of complex services and change, to ensure that the Board guides, challenges and supports the CEO and Executive management team to deliver services and major change whilst holding them to account in doing so;
- Significant experience as a Board Member in a large complex organisation.

The following skills/competencies are **desirable** for the fulfilment of the role:

- Evidence of highly developed oral, written, presentation and leadership skills, with the ability to develop, communicate and gain ownership for a clear vision and direction;
- Evidence of strong influencing skills, ability to communicate with impact and be able to convince through personal credibility;

### 3.2 Six Ordinary Members

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](#).

Candidates must demonstrate extensive experience in one or more of the following areas:

#### a. **Corporate Governance and Compliance**

Candidates must demonstrate relevant experience, at an appropriately senior level, that clearly demonstrates knowledge of, and experience in dealing with corporate governance issues.

**b. Clinical Governance, Quality Assurance and Patient Safety,**

Candidates must demonstrate an understanding of the complexity of providing evidence-based, high quality and safe care, and provide strategic guidance and oversight on quality and safety outcomes for service users,

**c. Financial Expertise (Accountancy, Audit, Corporate Finance),**

Candidates must demonstrate proven experience at a sufficiently senior level in finance and risk management. He/she will demonstrate a capacity to understand the economics of health care (or of another relevant specialist field), and the budgets required to achieve the organisation's mission.

**d. Change Management and Strategic Human Resource Management**

Candidates must demonstrate relevant skills/knowledge/experience of Human Resource Management, including workforce planning, change management and corporate integration experience e.g. experience in the integration of large organisations.

**e. Public Relations and/or Patient/Public Advocacy**

Candidates must demonstrate evidence of excellent communication skills, including media or PR skills, experience of broad stakeholder engagement or experience of patient/public advocacy.

**f. Education, Research and Innovation**

Candidates must have a career history that demonstrates expertise in the development/implementation of medical academic education and research programmes on a national/international scale.

**Desirable**

- Previous experience on a board, including a hospital or state board.

**Excluded Groups:**

In line with good governance principles, the governance recommendations in the HIQA Tallaght Investigation and the HIQA Halappanavar Report, current staff members of Beaumont Hospital will not be appointed to the Board.

**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 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

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](http://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](mailto: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
  - Meeting<sup>1</sup>/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.

## 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.

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<sup>1</sup> 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](http://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](http://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.