

Appointment as Chairperson to the Board of Shannon Foynes Port Company

Closing Date: 15:00 on 29th of June 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, 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.

Appointment as Chairperson to the Board of Shannon Foynes Port Company

Location:	Meetings will be mainly in Limerick (50% Foynes, Co. Limerick and 50% Limerick City)
Number of Vacancies:	1 Chairperson
Remuneration:	€12,600. Travel expenses are also paid 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 provided for under statute, e.g., the appointment of Worker Directors).
Time Requirements:	The Board meets on average 8-9 times per year. There are 2 additional sub committees, one of which the chairperson would attend. This committee meets approx. 2-3 times per year.

1. Background

Shannon Foynes Port Company (SFPC) was established under the [Harbours Act 1996](#) as amended by the [Harbour Act 2015](#) and is the largest bulk port in the State and the second largest in terms of total tonnage handled (after Dublin). SFPC provides a variety of services, from controlling navigation and marine safety, to terminal management including warehousing, logistics and cargo handling. It handles the largest vessels entering Irish waters, up to 200,000 dwt, and has a track record of continuous growth and innovation. All its operations are accredited to ISO9001:2008, and are also certified to OHSAS 18001 and PERS (Ecoports environmental standard) systems. SFPC plans include developing the Shannon Estuary into the country's foremost deepwater shipping resource with particular advantage in the agricultural, energy and industrial sectors. This market advantage is attributable to its sheltered deepwater which is evidenced by the multi billion euro investments by the Aughinish Alumina plant and by the Moneypoint coal-fired generating plant both being important drivers of throughput in the port.

In 2015 the port handled just over 11 million tonnes in throughput and generated turnover €11.858m over six terminals on the Shannon Estuary . The company posted a profit after tax of € 2.88m. The company currently employs 40 people.

[National Ports Policy](#) designates the Shannon Foynes Port Company as a Port of National Significance (Tier 1) and the continued commercial development of the Company is a key strategic objective of National Ports Policy.

At a European level, the port is included within the new TEN-T Regulation as a 'core' port. SFPC is Ireland's deepest sheltered water course, largest bulk port company and the only port handling capsized vessels (17.5 draft). There are currently six terminals on the Shannon Estuary. SFPC currently helps to facilitate international trade valued at close to €9 billion yearly through the six port facilities on the Estuary.

More information is available on the Shannon Foynes Port Company's website [here](#) .

2. Functions of the Board

The Board and Chairperson of Shannon Foynes Port Company (SFPC) are appointed by the Minister for Transport, Tourism & Sport with the consent of the Minister for Public Expenditure and Reform. The Board consists of up to eight members in total including the Chairperson and CEO, and has two sub-committees (Audit & Risk and Remuneration).

The purpose of the Board of Directors is:

- to act as custodians for, and to maximise the value of, SFPC assets;
- to direct strategy and provide management oversight ;
- to act in the best interests of SFPC and its stakeholders at all times;
- to ensure that good corporate governance is always practiced within SFPC and to manage risk appropriately.

The following are the main items of the Shannon/Foynes Port Company's work programme

- The preparation and adoption of a strategic plan
- Oversight of the company's operations
- Oversight of the company's risk management and system of internal control
- Ensuring that the company complies with corporate governance procedures.
- Oversee the appointment of the Chief Executive Officer, Company Secretary and other posts such as solicitors and auditors.
- Oversight of the remuneration of the Chief Executive Officer.
- Review and approve the purchasing procedures of the company, including the delegated levels of authority.
- Review and approve the procedures for acquisition and disposal of assets at SFPC.
- Oversight of the financial practices within the company including the approval of the annual budget, significant changes to accounting policies and practices.

The current board members are

Name	Role	Term Expiry Date
Vacancy	Chairperson/non-executive Director	
Edmund Jennings	Non- executive Director	23.07.2020
Conal Henry	Non-executive Director	04.04.2020
Michael Finucane	Non-executive Director	04.04.2020
Joe Treacy	Non-Executive Director	28.08.17
Vacancy		
Vacancy		
Pat Keating	CEO	

3. Person Specification

The Minister for Transport, Tourism and Sport invites expressions of interest from suitably qualified members of the public to serve as Chairperson of the Board of Shannon/Foynes Port Company.

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.

SFPC has a well developed Master Plan, Vision 2041, in place and underlying corporate plans are also in place to drive implementation of the Master Plan. Given its EU designation as a Core Port and its national designation as a Port of National Strategic Importance (Tier 1) the development of the plan means the Company is entering an exciting phase of expansion and growth.

For its future it is essential that the port retain its reputational standing and greatly improve on its global presence in order to attract substantial asset investment to the Shannon Estuary. Consequently the ideal candidate will demonstrate experience at Chairperson level of providing strategic insight and assistance in long term planning formulation, environmental management and sustainability and oversight in a capital intensive environment.

Candidates must possess:

- Well developed commercial experience at an appropriately senior level, which will have been gained whilst working in a large commercial organisation in the private or public sector.
- A career history which demonstrates significant global business development experience. The ability to access sectors relevant to SFPC's growth potential, particularly in the energy, agricultural, commodity and shipping sectors would be beneficial.

Applicants should also demonstrate one or more of the following:

- Knowledge and experience at Board or senior executive level in the maritime/shipping sector.
- Senior management experience in Marketing in the shipping or logistics sectors.
- Extensive experience of Board Membership, ideally inclusive of audit and remuneration subcommittee roles.
- Extensive experience of Corporate Governance, Risk Management and Strategic Planning responsibilities in the public or private sector or in Commercial property management

4. Term of Appointment

This Appointment shall be subject to the relevant provisions of the Harbours Act 1996 as amended by the Harbours Act 2015 and the Articles of Association of the Company and to the following conditions:

- Appointments to the Board will be for a period of up to 5 years at the minister's discretion with an option to extend the term of engagement for a second term of up to 5 years at the Minister's discretion with the consent of the .
- 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.
- The roles and responsibilities of Chairpersons and Board Members are described in the Code of Practice for the Governance of State Bodies 2016 which is available on the website of the Department of Public Expenditure ([Code of Practice for the Governance of State Bodies 2016](#))
- The Board member shall be aware of the duties of a director under the Companies Act 2014 and at all times act in compliance with the Act. .
- 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.
- If the Board Member is removed from office, or otherwise ceases to hold office, he or she shall have no claim for compensation or other payments in respect of such removal or cessation.
- 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 Board Member shall devote to the performance of his or her duties as much time as may be necessary for all proper and efficient discharge of those duties.
- The Board Member shall not be entitled to receive any remuneration as Member of the Board in respect of any other services over and above those of Member performed by him or her on behalf of the Company, save with the consent of the Minister for Transport, Tourism and Sport and the Minister for Public Expenditure and Reform.
- 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.

- The Board Member shall be aware of and supportive of National Ports Policy and give due regard to it in the board's decision making process.
- The Board Member shall ensure that appropriate commercial decisions are made acting in the best interests of SFPC and its shareholders at all times.

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.

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.

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

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](#)

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

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.