

Appointment to the Board of Port of Cork Company

Closing Date: 15:00 on 7th September 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](#) (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 Port of Cork Company

Location:	Cork
Number of Vacancies:	1
Remuneration:	€12,600. Travel & subsistence is paid 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:	The Board meets on average 10 times per year. There are 2 additional sub committess which directors may serve on. These Committees meet between 2-4 times per year.

The successful candidate may be required to sit on the Audit Committee, and so candidate's attention is drawn to the provisions of the Code in relation to Audit and Risk Committee membership which can be found [here](#).

1. Background

Port of Cork Company was established under the Harbours Act 1996 and is the third largest port in the State in terms of total tonnage handled and the second largest in terms of turnover (after Dublin). The port handles all cargo types including roll on roll off, bulk products, lift on and lift off. Traffic at Whitegate Oil Refinery is the main driver of throughput in the port accounting for 55% of overall tonnage and 28% of port revenues.

In 2015 the port handled just over 11 million tonnes in throughput and generated turnover €29.83m. The company posted a profit after tax of € 4.5m. The company currently employs 128 people.

National Ports Policy designates the Port of Cork 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.

The Port of Cork is currently progressing a detailed development plan. Phase one of this plan will see the port relocate its container business from the current city centre location to a new facility at Ringaskiddy.

At a European level, the port is included within the new TEN-T Regulation as a 'core' port on the North Sea Mediteranian Corridor. In line with this designation the port has secured funding under the Ten -T and the Connecting Europe Facility grant aid schemes for its Ringaskiddy developments.

Attached under are links to the company's website, its annual report and Ringaskiddy Development Plan. Also attached are links to the Harbours Acts 1996, and the Harbours Acts 2009 and 2015 which amended the 1996 Act and is the current legislation governing port companies.

[Port of Cork](#)

[Annual Report and Accounts 2015](#)

[Ringaskiddy Port Redevelopment](#)

[Harbours Act, 1996](#)

[Harbours \(Amendment\) Act 2009](#)

[Harbours Act 2015](#)

2. Functions of the Board

The following is a list of functions which may be reserved for decision by the board:

- significant acquisitions, disposals and retirement of assets of the State body or its subsidiaries;
- major investments and capital projects;
- delegated authority levels, treasury policy and risk management policies;
- approval of terms of major contracts;
- policy on determination of senior management remuneration (with the exception of the Chief Executive);
- approval of strategy statements, annual budgets and corporate plans;
- production of annual reports and accounts;
- appointment, remuneration and assessment of the performance of, and succession planning for, the Chief Executive; and
- The Company pension funds and benefits of the Chief Executive and staff (and any amendments thereto which may require Ministerial approval).

The current board members are

Name	Role	Term Expiry Date
John Mullins	Chairperson	26.02.18
Noel Cregan	Director	03.09.20
Helen Boyle	Director	04.12..17
Dominic McEvoy	Director	05.12.17
David Doolan	Director	10.10.17
Vacancy	Director	
Vacancy	Director	
Brendan Keating	CEO	

3. Person Specification

Expressions of interest are invited from members of the public to join the Board of the Port of Cork Company who possess the skills and experience necessary in one or more of the following areas.

- A track record at executive level with a strong commercial focus. Individuals should demonstrate a detailed knowledge of Corporate Governance, Risk Management and Strategic Planning responsibilities gained in the commercial semi-state or medium to large corporate sectors and commercial property management.

- Commercial private sector experience in the area of procurement, with knowledge of maritime procurement being beneficial.

Desirable

- A qualification and experience in the area of Engineering, with knowledge of maritime engineering being beneficial.
- Board experience would be an advantage but not necessary.

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

This Appointment shall be subject to the relevant provisions of the Harbours Act 1996 and the Constitution of the Company and to the following conditions:

- Appointments to the Board will be for a period of up to 3 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.
- 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.
- If the Director 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 Director 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 roles and responsibilities of Board Members are described in the Code of Practice for the Governance of State Bodies 2009 which is available on the website of the Department of Public Expenditure & Reform ([Code of Practice for the Governance of State Bodies](#)).
- The Director shall not be entitled to receive any remuneration as Director of the Board in respect of any other services over and above those of Director 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 Director shall be aware of and supportive of National Ports Policy and give due regard to it in the board's decision making process.
- The director shall ensure that appropriate commercial decisions are made.

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.

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.

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](#)

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.