



Appointment to the Board of the Adoption Authority of Ireland

Closing Date: 15:00 on 25th 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.

Candidate's attention is drawn to the provisions of the Code, particularly in relation to the roles and responsibilities of Board Members.

APPOINTMENT TO THE BOARD OF THE ADOPTION AUTHORITY OF IRELAND

Board Meeting Location: Dublin

Employing Authority's Website: www.aai.gov.ie

Number of Vacancies: 1

Remuneration: €7,695. Travel and subsistence allowances for attendance at Board meetings will only be paid for travel within Ireland.

(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: [Section 100 \(2\) of the Adoption Act 2010](#) states that the Authority shall hold as many meetings as are necessary for performing its functions but shall hold at least 12 meetings a year.

Currently the Authority meets twice each month. Individual cases may arise requiring additional meetings. Meetings generally require attendance for a whole day.

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

1. Background

The Adoption Authority of Ireland was established on the 1st November 2010 and is the independent statutory body charged with implementing the Adoption Act 2010. The Authority has responsibility for the direct operational implementation of legislation and Government policy relating to adoption. It has a quasi-judicial role and is independent in its decision-making functions.

[Part 12 of the Adoption Act 2010](#) provides for the establishment of the Authority and outlines its functions, accountability and reporting requirements.

2. Functions of the Board

The Board consists of 7 members, being the chairperson, the deputy chairperson and 5 ordinary members. The Board has also established two committees: an audit and risk committee and a research committee.

The main function of the Board of the Authority is to ensure compliance with the provisions of the Adoption Act 2010 and the 1993 Hague Convention in effecting adoptions and in providing adoption services.

The functions of the Board are set out in [section 96 of the Adoption Act 2010](#) as follows:
 96.— (1) Without prejudice to the functions assigned to the Authority under this Act or any other enactment, the functions of the Authority include the following:

- (a) on and after the establishment day, performing the functions in relation to adoptions that before that day were performed by An Bord Uchtála;
- (b) as specified in section 66 , performing in the State the role of a Central Authority under the Hague Convention;
- (c) at the request of the Minister, providing general advice to him or her about adoption matters;
- (d) undertaking or assisting in research projects and activities relating to adoption services
- (e) compiling statistical information and other records as to the proper planning, development and provision of those adoption services;
- (f) maintaining the register of accredited bodies; and
- (g) maintaining the register of intercountry adoptions.

3. Current Board Membership

Name	First Appointed	Expiry Date	Position type
Anne O'Flaherty	01/11/2015	31/10/2020	Board Member
Geoffrey Shannon (Dr.)	01/11/2015	31/10/2020	Chair
Helen Buckley (Dr.)	01/11/2015	31/10/2020	Board Member
Imelda Ryan (Dr.)	01/11/2015	30/09/2017	Medical Practitioner
Orlaith Traynor	01/11/2015	31/10/2020	Deputy Chair
Patrick McMahon	01/11/2015	31/10/2020	Board Member
Paul Harrison	01/11/2015	31/10/2020	Board Member

4. Person Specification

The Minister for Children and Youth Affairs invites expressions of interest from suitably qualified candidates who demonstrate the appropriate skills as set out below.

Required Skills/experience

There is one vacancy on the Board as of the 1st of October 2017 for an ordinary member who shall be a medical practitioner whose name is for the time being included in a division of the register of medical practitioners referred to in paragraph (a) or (b) of subsection (2) of section 43 of the Medical Practitioners Act 2007 (as amended by the [Health \(Miscellaneous Provisions\) Act 2007](#) , No. 42 of 2007).

- Demonstrable knowledge of child protection and child welfare issues
- Relevant management/professional experience

Desired Skills / experience

- Knowledge/experience of Irish and intercountry adoption
- Experience of board membership
- Experience in a relevant regulatory environment
- Risk management

- Corporate governance/compliance

The person appointed as a member of the Adoption Authority will be Garda vetted.

5. Restrictions on Eligibility

[Section 99 of the Adoption Act 2010](#), sets out where a person is not eligible for appointment as a member of the Board or a Committee of the Authority:

99.—(1) A person is not eligible for appointment as a member of the Authority or of a committee of the Authority, if the person is—

- (a) a member of either House of the Oireachtas or of the European Parliament,
- (b) regarded, pursuant to section 19 of the European Parliament Elections Act 1997, as having been elected to the European Parliament to fill a vacancy, or
- (c) a member of a local authority.

(2) An appointed member of the Authority or a member of a committee of the Authority immediately ceases to hold office on—

- (a) being nominated as a member of Seanad Éireann,
- (b) being elected as a member of either House of the Oireachtas or of the European Parliament,
- (c) being regarded, pursuant to section 19 of the European Parliament Elections Act 1997, as having been elected to the European Parliament to fill a vacancy, or
- (d) becoming a member of a local authority.

6. Terms of Appointment

Appointment to the Board will be until the 31st October 2020.

[Section 98 of the Adoption Act 2010](#), sets out the membership of the Authority and the terms of appointment:

- An appointed member who completes a term of office is eligible for reappointment to the Authority, but may not serve as a member for more than 2 consecutive terms.
- An appointed member may resign office by letter addressed to the Minister and the resignation takes effect on the later of—

(a) the date specified in the letter, or

(b) the receipt of the letter by the Minister.

- If an appointed member resigns, dies, ceases to hold office (other than on completing a term of office), ceases to be qualified for office or is removed from office, the Minister as soon as practicable shall appoint a person to fill the casual vacancy so occasioned. This person will hold office for the unexpired portion of his or her predecessor's term of office.
- An appointed member, with the consent of the Authority, may vacate his or her office for a specified period of time if, in that member's opinion, he or she has a conflict of interest in relation to a matter being considered by the Authority.

- The Minister may at any time remove an appointed member of the Authority from office if—
 - (a) in the Minister's opinion—
 - (i) the member has become incapable through ill-health of performing the functions of the office,
 - (ii) the member has committed stated misbehaviour, or
 - (iii) the member's removal from office is necessary for the Authority to perform its functions in an effective manner,
 - (b) the member has contravened, or failed to discharge a duty imposed by, a provision of the [Ethics in Public Office Act 1995](#) that by a regulation made under section 3 of that Act applies to that member, or
 - (c) in performing functions under this Act, the member has not complied with a code of conduct under [section 10](#) (3) of the [Standards in Public Office Act 2001](#).
- A person immediately ceases to be a member of the Authority if the person—
 - (a) is adjudicated bankrupt,
 - (b) makes a composition or arrangement with creditors,
 - (c) is convicted of an indictable offence,
 - (d) is convicted of an offence involving fraud or dishonesty,
 - (e) has a declaration under [section 150](#) of the [Companies Act 1990](#) made against him or her or is subject or is deemed to be subject to a disqualification order by virtue of Part VII of that Act,
 - (f) is sentenced to a term of imprisonment by a court of competent jurisdiction, or
 - (g) is removed by a competent authority for any reason (other than failure to pay a fee) from any register established for the purpose of registering members of a profession.

7. 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.

8. 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/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.

9. 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.

10. 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.