

**Appointment of a Chairperson and one Ordinary Member to the Board of the Public
Appointments Service**

Closing Date: 15:00 on 09/10/2017

**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](#) (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 of a Chairperson and one Ordinary Member to the Board of the Public Appointments Service

Location:	Chapter House, Abbey Street, Dublin 1
Number of Vacancies:	1 Chairperson and 1 Ordinary Member (any further vacancies which may arise in the next year may be filled from this campaign).
Remuneration:	€11,790 – Chairperson €7,695 – Ordinary Member. Travel & subsistence is payable at appropriate 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:	6 two-hour meetings and one half day strategy session per annum. Approx. 2 hours would be required to read materials which would be circulated in advance of each meeting. New members would also be required to attend a two-hour induction session on appointment and a half-day’s corporate governance training during their term of office.

1. Background

The Public Appointments Service (PAS) was established under the Public Service Management (Recruitment and Appointments) Act 2004 as an independent centralised recruitment, assessment and selection body for the Civil Service, Health Service Executive, Local Authorities, An Garda Síochána, the Irish Prison Service and other State bodies.

The work of PAS ranges from traditional large volume recruitment competitions to tailored selection processes for senior professional and management positions, which include an executive search dimension. The Office handles the full range of appointments to public service administrative, technical and professional positions including internal and many cross-departmental promotion competitions.

PAS provides recruitment support services for the Top Level Appointments Committee and has played a key role in the development and provision of a new and more open approach to the appointment of members to State Boards.

Operating under the Public Service Management (Recruitment and Appointments) Act 2004, PAS has championed a merit based approach to appointments founded on core values of openness, fairness, equality of treatment, and probity. An acknowledged leader in the area of selection and assessment techniques, both in Ireland and amongst Public Sector bodies internationally, PAS utilises online technology extensively in its interactions with both candidates and clients through its custom designed recruitment website. The universally recognised “[publicjobs](#)” brand is underpinned by experienced professional resources and systems and is the platform on which new services and enhancements, including self-service options, are being developed for both clients and candidates.

For more information on the Public Appointments Service please see our website www.publicjobs.ie where information regarding the organisation including our [Statement of Strategy \(2017 – 2019\)](#) and [Annual Report 2016](#) can also be found.

The PAS operates with the guidance and advice of a Board which comprises a Chairperson and 8 other members including the Chief Executive in an ex officio capacity.

2. Functions of the Board

The Public Service Management (Recruitment and Appointments) Act 2004 provides for a Chief Executive of the Service, and the appointment of a Board. The structures put in place in the legislation provide for the Chief Executive to be the Accounting Officer of the Body and the designated Head of the Scheduled Office in accordance with the Public Service Management Act 1997. PAS is therefore a Civil Service body, and this impacts on the role and nature of the accompanying Board, which is advisory in nature, due to the robust legal responsibilities placed on the Chief Executive.

The Public Appointments Service is one of a small number of State Bodies that has a Statutory Accounting Officer (the Chief Executive) within the meaning of Section 22 of the Exchequer and Audit Departments Act, 1866, with responsibility for Voted funds. Therefore, the preparation of the Appropriation Accounts and associated public financial procedures are the responsibility of the Accounting Officer, whereas this would traditionally be within the remit of the Board in other State Bodies. The Accounting Officer is personally answerable to the Public Accounts Committee (PAC) of the legislature for the regularity and propriety of transactions in the accounts for which s/he is responsible, as well as for economy, efficiency and effectiveness and the stewardship of assets. This does not fall within the remit of the Board.

Reflecting the accountability relationship of the CEO to the Minister for Public Expenditure and Reform, the statutory functions of the PAS Board are more advisory in nature than the traditional functions of State Boards and essentially relate to giving advice or guidance to the Chief Executive. The specific functions are set out in section 36 of the Public Service Management (Recruitment and Appointments) Act, 2004 and are included below.

- (a) to represent the interests of the public service and ensure that all appropriate service standards are being achieved;
- (b) to consider and approve plans and strategic objectives put forward by the Chief Executive of the Service;
- (c) to monitor and advise the Public Appointments Service in the performance of its functions;
- (d) to ensure that appropriate review procedures are developed and implemented by the Public Appointments Service in relation to recruitment and promotion competitions, having regard to any relevant codes of practice issued by the Commission for Public Service Appointments (CPSA) which regulates public service recruitment;
- (e) to publish the annual report of the Public Appointments Service;
- (f) where relevant, to give effect to the exercise of a ministerial function to which *section 58* relates or to which that section refers;
- (g) to give directions to the Chief Executive of the Service in respect of functions of the Public Appointments Service which it regards as necessary.

The current membership of the Board is:-

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Anne Marie Taylor	09/10/2014		08/10/2017	Board Member	PAS Process
Damien McCallion	01/07/2015		30/06/2018	Board Member	Nominee of the Minister for Health
David Cagney	22/09/2015		21/09/2018	Board Member	Nominee of the Minister for Public Expenditure and Reform
Eddie Molloy (Dr.)	01/09/2011	09/10/2014	08/10/2017	Board Member	Board member re-appointed
Eimear Kenny	09/10/2014		08/10/2017	Board Member	PAS Process
Fiona Tierney	20/03/2012			Board Member	Ex officio. CEO of PAS
Judith Eve	01/09/2011	09/10/2014	08/10/2017	Chair	Board member re-appointed as Chairperson
Oonagh McPhillips	01/07/2015		30/06/2018	Board Member	Nominee of the Minister for Justice
Paul Lemass	09/10/2014		08/10/2017	Board Member	Nominee of the Minister for Environment, Community and Local Government

3. Person Specification

The Minister for Public Expenditure and Reform invites applications from suitably qualified candidates for the positions of Chairperson and Member to the Board of the Public Appointments Service.

Chair

Candidate's attention is drawn to the general details of the role of Chairperson as set out on page 19 of the Code of Practice 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

The Chairperson would ideally have a career history that demonstrates extensive senior management and leadership experience. Ideally he/she should have experience and/or

knowledge of effective corporate governance in a public service context. She/he should have previous board and/or internal audit committee experience.

Desirable

Previous experience of Chairing a Board.

Ordinary Member

Candidates for this role must have a career history which demonstrates significant expertise at an appropriately senior level in human resource management, customer service or recruitment outside the public service.

Previous experience of Board membership would also be considered desirable.

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](#).

The Minister shall have regard to the desirability for gender balance on the Board as the Minister considers appropriate and determines from time to time when making appointments.

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 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.

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.