

Appointment as Chairperson to the Board of the National Standards Authority of Ireland

Closing Date: 3pm on 24th of October 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 as Chairperson to the Board of the National Standards Authority of Ireland (NSAI)

Location:	1 Swift Square, Northwood, Santry, Dublin 9.
Number of Vacancies:	1
Remuneration:	€11,970 per annum. Travel and subsistence is payable at the 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:	Not less than 6 board meetings per annum and additional Board Sub Committee commitments. Meetings generally run for 2-3 hours (half day) and all papers required for each meeting are provided in advance, via Board Pad. Depending on content of the Board Papers, preparation work required is approx. the same as a meeting. The Chair's involvement on Sub Committees will be as required.

1. Background

The NSAI was established in 1997 as a statutory non-commercial semi-State organisation and reports to the Department of Business, Enterprise and Innovation.

NSAI provides Ireland with the components necessary for an effective trading infrastructure for products and services to be developed, traded, and relied on nationally and around the world. This infrastructure also contributes positively to decisions on Foreign Direct Investment (FDI), where organisations rely on a developed standards and conformity assessment infrastructure to achieve their objectives, such as the medical devices sector.

The Authority provides services to industry and the public through its Certification, Standards and Agrément (building products and processes) functions. It is also responsible for both Legal and National Metrology functions, which ensures the accuracy of all measurements and measuring instruments used for trade and other purposes. NSAI also offers its services in the US market through its subsidiary, NSAI Inc.

NSAI's activities are focused in five distinct areas:

Standards

NSAI develops, publishes and distributes standards to meet Irish and European needs through consultation and consensus with stakeholders and interested parties.

Irish Agrément Board

The Irish Agrément Board (IAB) acts as a Consultative Committee to advise on construction products and processes suitable for Agrément assessment and certification for use in Ireland.

Legal Metrology Service

The Legal Metrology Service's principal functions are to underpin confidence in trade measurements through exercising controls on measuring instruments and quantities of pre-packed and loose goods and to implement a national system of measurement (National Metrology).

National Metrology Laboratory

The National Metrology Laboratory (NML) is the national metrology body for Ireland and is responsible for the maintenance and development of the national standards for physical units and their dissemination to Irish users, mainly manufacturing industry and pharmaceuticals.

Certification Services

NSAI provides a comprehensive certification service in line with current European and international practices, offering an objective assessment of the quality and/or safety of a product or service. Certification awarded by NSAI is recognised worldwide by a network of Mutual Recognition Agreements with other major certification bodies. Certification is recognised as an authoritative statement of conformity to applicable national and international standards. NSAI Inc. provides certification services in the United States.

The Authority is accountable to the Minister for Business, Enterprise and Innovation.

The legislative basis for NSAI is set out in the following;

[National Standards Authority of Ireland Act \(1996\)](#)

[Metrology Act \(1996\)](#)

[Packaged Goods \(Quantity Control\) Act \(1980\)](#)

Further details on the NSAI can be accessed at nsai.ie

2. Functions of the Board

The Board is collectively responsible for promoting the success of the NSAI by leading and directing the Authority's activities. It ensures the implementation of best practice corporate governance principles, compliance with statutory obligations and the guidelines set out in the 'Code of Practice for the Governance of State Bodies 2016' both in its own activities and those throughout the Authority.

The Board sets the strategic direction, performance objectives, risk parameters and broad policies of the NSAI. It exercises oversight of operations, internal control and the achievement of objectives through executive reporting and key performance indicators. To assist in this oversight the Board has established Audit and Risk, Governance and Nominations Sub-Committees.

The roles and responsibilities of Board Members are further described in the Code of Practice for the Governance of State 2016.

The responsibility for implementation of strategy and operational delivery rests with the CEO.

The current composition of the board is:

Name	First Appointed	Reappointed	Position type
Aidan O'Boyle (Dr.)	12/05/2014	29/03/2017	Board Member
Aideen Goggin	31/01/2013	20/06/2016	Board Member
Deirdre O'Hara	31/01/2013	20/06/2016	Board Member
Deirdre Smith	12/05/2014		Board Member
Geraldine Larkin	20/02/2017		Board Member (Ex officio.)
Kevin Early	01/10/2015		Board Member
Kieran Cox	14/04/2012	14/04/2015	Board Member
Kieran Ryan	15/04/2009	20/06/2016	Board Member
Nina Brennan	20/06/2016		Board Member
Roger Blackburn	20/06/2016		
Terry Landers	06/03/2012	29/03/2017	Board Member
Valerie Bowens	12/05/2014		Board Member

3. Person Specification

The Minister for Business, Enterprise and Innovation invites applications from suitably qualified candidates, to fill the Chairperson vacancy on the board of the NSAI.

Candidates **must** have:

- Extensive experience at an appropriately senior level and a career history which demonstrates evidence of a wide knowledge and experience of industry/manufacturing with the ability to contribute to sectoral development and identification of needs.
- Significant corporate governance and compliance experience at an appropriately senior level, preferably with an understanding of the governance requirements of public bodies.
- Previous experience of board membership.
- Experience of diverse stakeholder management and dealing with Government, industry and the public.
- Excellent personal communication and negotiation skills.

It is also desirable that candidates have:

- Experience at a senior/Boardlevel in a diverse organisation(s) with domestic and international industry focus (ideally in the science, engineering or ICT field).
- Knowledge and experience of the standardisation, metrology and certification services which underpin national and international trade quality infrastructure.
- Knowledge and experience of the medical devices industry.
- Understanding of the drivers for Irish industry, with an emphasis on SMEs.
- Knowledge of public service roles and regulations.
- Previous experience as Chairperson of a Board or Board Sub Committees.

Candidates are advised that appointment is subject to an appearance of the Chairperson Designate before the Appointments Oireachtas Committee, which is web-cast live.

Candidate's attention is drawn to the general details of the role of Chairperson as set out on page 18 of the Code of Practice for the Governance of State Bodies 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.

Section 6(4) of the NSAI Act 1996 does not provide that membership be drawn from specific professions or organisations.

Subject to paragraph 1 (3) of the Second Schedule the members of the Board shall be appointed by the Minister from among those interests involved in the process of standardisation and certification of commodities, processes and practices, without any single interest predominating, taking into account guidelines issued from time to time by the Government and, in particular, providing for staff-representation on the Board.

4. Term of Appointment

The Act provides that on every anniversary of the establishment day (14 April), three of the members of the Board, excluding the *ex-officio* Chief Executive, shall retire. The members to retire each year shall be those who have been longest in office since their previous appointment. It is anticipated that a term will last up to 3 years with a possible reappointment for a further term.

Further details on Membership are available at [NSAI Act 1996 – FIRST SCHEDULE](#)

The roles and responsibilities of the Chairperson and Board Members are described in the Code of Practice for the Governance of State Bodies 2016, which are available on the website of the Department of Finance (see Code of Practice for the Governance of State Bodies).

5. Submitting your Expression of Interest

Before submitting your expression of interest, 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 expression of interest. 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 expressions of interest 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.

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

For further information on Data Protection please follow the [link](#)

APPENDIX 1

Submitting your expression of interest

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.