



Appointments to the Board of the Health Information and Quality Authority

Closing Date: 15:00 on Tuesday 28th November 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. The Code sets out the fiduciary duties of Board members and candidates should familiarise themselves with these duties before submitting final applications.

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;
- read papers and be prepared for meetings, including making a time commitment to their role as a Board member.

Appointment to the Board of the Health Information & Quality Authority

Location:	Cork & Dublin
Number of Vacancies:	2 with a further 2 occurring in February 2018
Remuneration:	€11,970. (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). Travel and subsistence is paid in accordance with Department of Public Expenditure circulars and in line with guidance on use of public transport where possible.
Time Requirements:	6 statutory meetings of the Board. The meetings are usually held during the day, between the hours of 9am and 3pm. There may also be an additional 2-3 special purpose meetings which are usually held in the evening. In addition, Board members will be appointed to one or more Committees of the Board. Depending on the Committee, this will involve a further time commitment of approximately 8 evenings per year. The Committee meetings usually take place from approximately 4.30pm to 6.30pm. (See Section 2 for further information regarding these Committees). On joining the Board, induction will be provided to new members on key aspects of their role. New members should be prepared to set aside a number of afternoons/evenings for training and induction.

1. Background

The Health Information and Quality Authority (HIQA) is an independent authority established to drive high-quality and safe care for people using our health and social care services in Ireland. HIQA's role is to develop standards, inspect and review health and social care services and support informed decisions on how services are delivered. It is established under the Health Act 2007.

HIQA's mandate to date extends across a specified range of public, private and voluntary sector services. Reporting to the Minister for Health and engaging with the Minister for Children and Youth Affairs, HIQA has statutory responsibility for:

- **Setting Standards for Health and Social Services** — Developing person-centred standards, based on evidence and best international practice, for health and social care services in Ireland.
- **Regulation** — Registering and inspecting designated centres.
- **Monitoring Children's Services** — Monitoring and inspecting children's social services.

- **Monitoring Healthcare Safety and Quality** — Monitoring the safety and quality of health services and investigating as necessary serious concerns about the health and welfare of people who use these services.
- **Health Technology Assessment** — Providing advice that enables the best outcome for people who use our health service and the best use of resources by evaluating the clinical effectiveness and cost-effectiveness of drugs, equipment, diagnostic techniques and health promotion and protection activities.
- **Health Information** — Advising on the efficient and secure collection and sharing of health information, setting standards, evaluating information resources and publishing information about the delivery and performance of Ireland’s health and social care services.

There are currently approximately 200 members of staff working within HIQA.

2. Functions of the Board

The Board of the Authority was established under the provisions of the Health Act, 2007 on 15 May 2007. It comprises a Chairperson and 11 ordinary members. All twelve are appointed by the Minister for Health. Under section 13 of the Act, the members of the Board “shall be appointed by the Minister from among persons, who in the opinion of the Minister, have experience and expertise in relation to matters connected with the functions of the Authority which would enable such a person to make a substantial contribution to the performance by the Authority of its functions.” To date, members of the Authority have come from a diverse range of backgrounds across the broad health sector, social care services, advocacy/consumer groups and relevant professionals.

The Board is the governing body of the Authority and is therefore responsible for the appropriate governance of the Authority and for ensuring that there are effective systems of internal control, statutory and operational compliance and risk management in place.

There are four sub-committees of the Board. These are as follows:

- Audit risk and governance committee
- Resource Oversight Committee
- Regulation Committee
- Standards, information and Technology Committee

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

The Audit risk and Governance committee and the Resource Oversight Committee deal with organisational governance of the Authority. The Regulation Committee and the Standards, information and Technology Committee oversee the functions undertaken by HIQA.

Each of the committees normally meets 4 times a year. These take place in the evenings at approximately 4.30pm and run for approximately 2 hours. Board members usually serve on at least one Committee, but would frequently serve on two.

There is considerable reading involved in serving on the Board of HIQA, and Board members should ensure that they are well prepared for meetings.

Board and Committee papers are distributed via an electronic system which Board members will be expected to operate; training will be provided to assist.

3. Person Specification

The Minister for Health invites applications from suitably qualified candidates for the vacancies on the Board of the Health Information and Quality Authority.

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 the Board and that of individual Board Members can be found in Sections 1 and 3 of the Code which can be found [here](#). Candidates should familiarise themselves with the Code as it is a key reference for the Boards of State Bodies.

Candidates should demonstrate the relevant skills and experience in at least **one** of the areas outlined below. It should also be noted that consideration will be given to the need to ensure an appropriate balance of skills are represented on the Board during the selection process.

(i) Health, Clinical or Social Care Services

Candidates must have significant experience, at an appropriately senior level or clinical practitioner level, in at least one of the following:

- The delivery of large scale clinical or social care services, or specialist academic expertise/experience in this field
- The implementation and management of quality improvement or patient safety programmes in a large scale clinical or social care service
- The regulation, monitoring or oversight of healthcare related activities
- Leading a large scale programme of research in the area of healthcare delivery

(ii) Business Development and Change Management

Candidates must have significant experience at an appropriately senior level, from within the public or private sectors and a career history which would ideally demonstrate evidence of experience of successful strategic organisational change and nurturing innovation.

(iii) Audit and Accountancy

Candidates must have significant senior level experience in an Accounting or Finance role in a large organisation.

Desirable

- Experience of risk management, particularly in the area of financial risk management;
- Professional accounting qualification; or
- Audit committee experience.

(iv) Corporate Governance and Compliance

Candidates must demonstrate the following at an appropriately senior level:

- Significant experience of good corporate governance and compliance practices
- Significant experience of strategic management and overseeing organisational performance.

Desirable

- A recognised qualification in corporate governance and/or management
- Professional/board experience ideally in a regulatory body;

(v) Public Sector policy

Candidates must demonstrate a career history at a sufficiently senior level in **two** or more of the following:-

- professional experience in the operation of a State Agency or a Public Sector Body, at CEO or Board level.
- Significant knowledge of public policy and the legislative environment
- Knowledge and experience of the corporate governance and accountability standards which State Agencies are obliged to meet
- Knowledge of the legislative framework under which HIQA operates.

4. Term of Appointment

Appointments to the Board will be for an initial period of 5 years with an option to extend the term of engagement for a second term of 5 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 candidates 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 should note that membership of a state body requires statutory declarations of interests under the Ethics in Public Office legislation.

You must also confirm that you can make yourself available to attend meetings and to carry out the duties of a Board member.