



**Appointment as Chairperson of the Board of the Food Safety Authority of Ireland**

**Closing Date: 15:00 on 18<sup>th</sup> January 2018**

**State Boards Division  
Public Appointments Service  
Chapter House, 26 – 30 Abbey Street Upper, Dublin 1**

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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](http://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 Food Safety Authority of Ireland

<b>Location:</b>	The Exchange, Georges Dock, IFSC, Dublin 1
<b>Number of Vacancies:</b>	1
<b>Remuneration:</b>	€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 payable at Civil Service rates.
<b>Time Requirements:</b>	6 half day meetings per annum. With preparatory work and possible sub-committee meetings, the total time commitment would be in the region of 12 days per annum.

### 1. Background

The Food Safety Authority of Ireland (FSAI) was established under the Food Safety Authority of Ireland Act, 1998 (FSAI Act No 29 of 1998). This Act was amended by the British Irish Agreement Act 1999 (British Irish Agreement Act 1999).

The principal function of the FSAI is to take all reasonable steps to ensure that food produced, distributed or marketed in the State meets the highest standards of food safety and hygiene reasonably available and to ensure that food complies with legal requirements, or where appropriate with recognised codes of good practice.

The Authority is a statutory, independent and science-based body, dedicated to protecting public health and consumer interests in the area of food safety and hygiene. It comes under the aegis of the Minister for Health and has a Board of 10 members. It also has a 15-member Scientific Committee that assists and advises the Board. Therefore, decisions relating to food safety and hygiene take account of the latest and best scientific advice and information available. For the purposes of consultations, the Authority has a Food Safety Consultative Council which consists of not more than 24 members.

### 2. Functions of the Board

The Board is non-executive and provides leadership and direction and ensures the adequacy of the systems in place for the effective functioning of the Food Safety Authority of Ireland. The Board sets strategy, reviews management performance and ensures that human and financial resources are utilised effectively. The Board consists of a Chairperson and nine ordinary members. Board members on appointment assume significant duties such as responsibility for the proper conduct of the organisation's affairs, to hold information obtained in their role as Board member confidential and to act in accordance with public policy and high standards of probity. In order to qualify for appointment a person must not have any conflicts of interest likely to interfere with his/her ability to play a full part on the Board.

## Current membership of the Board

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Albert Flynn	21/04/2015		20/04/2020	Member	Nominated and Appointed by Minister for Health
Ciaran Byrne	07/07/2014	07/07/2017	06/07/2020	Member	Nominated and appointed by the Minister for Health
Derek Cunningham	14/02/2013	15/06/2016	14/06/2021	Member	Nominated and appointed by the Minister for Health following PAS process
Margaret Moran	09/06/2014	09/06/2017	08/06/2020	Member	Nominated and appointed by the Minister for Health
Martin Higgins	15/06/2016		14/06/2021	Member	Nominated and Appointed by Minister for Health following PAS process
Mary Cullen	15/06/2016		14/06/2021	Member	Nominated and Appointed by Minister for Health following PAS process
Mike Gibney	08/02/2013		07/02/2018	Chair	Nominated and appointed by the Minister for Health
Patrick Wall (Prof.)	14/02/2013	14/02/2016	13/02/2019	Member	Nominated and Appointed by Minister for Health
Ros O'Shea	15/06/2016		14/06/2021	Member	Nominated and Appointed by Minister for Health following PAS process
Susan Quinn (Dr.)	07/10/2013	07/10/2016	06/10/2019	Member	Nominated and appointed by the Minister for Health

### 3. Person Specification

Candidates' attention is drawn to the role of the FSAI and its Board as set out in the FSAI Act, 1998 - <http://www.irishstatutebook.ie/eli/1998/act/29/enacted/en/html>, as amended and to the general details of the role of Chairperson as set out on page 19 of the Code 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.

The Chairperson of the FSAI is responsible for leadership of the Board and ensuring its effectiveness on all aspects of its role, including governance and promoting the FSAI's mission, vision and strategic objectives. He/she will also engage with the Minister and Department of Health as required.

The Chairperson should display high standards of integrity and probity and set expectations regarding culture, values, and behaviours for the FSAI and for the tone of discussions at Board level. He/she should promote a culture of openness and debate by facilitating the effective contribution of key management and all Board members.

Persons being proposed by Ministers for appointment as Chairpersons of State bodies are required to make themselves available to the appropriate Oireachtas Committee to discuss the approach they will take to their role as Chairperson and their views about the future contribution of the body or Board in question.

The Minister for Health invites applications from Candidates who must have extensive professional leadership experience and be able to demonstrate this through their achievements in either the private, public or not for profit sector.

### **Essential Criteria**

Candidates must have previous experience of Board membership or have significant senior leadership experience that demonstrates an ability to chair a Board and be able to demonstrate proven experience at an appropriately senior level in at least two of the following areas:

- executive management
- corporate governance
- risk management
- change management
- strategic planning

Candidates must also demonstrate evidence of:-

- Excellent interpersonal skills with proven ability to build key relationships
- The ability to persuade and build consensus amongst diverse stakeholders
- Working effectively within the political environment with proven ability to influence and commitment to acting in the public interest
- Excellent oral and written skills

Experience of involvement with the Irish food sector and/or experience in the food regulatory environment would be desirable.

### **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:

- A candidate's term of service on the Board (as member and chairperson) should not exceed ten years.
- 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](http://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](mailto: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
  - Meeting<sup>1</sup>/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](#)

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<sup>1</sup> 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](http://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](http://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.