

**Appointment as Chairperson to the Board of Teagasc**

**Closing Date: 15:00 on 11<sup>th</sup> June 2018**

**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](mailto: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](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 Teagasc

<b>Location:</b>	Teagasc HQ, Oak Park, Carlow
<b>Number of Vacancies:</b>	1
<b>Remuneration:</b>	€20,520 (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 appropriate civil service rates.
<b>Time Requirements:</b>	Monthly meetings of the Board. Sub committees meet approximately 3 times per annum. Circa 4 -5 days per month for preparatory work, Board and sub-committee meetings would be required.

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

Teagasc is the national body providing integrated research, advisory and training services to the agriculture and food industry and rural communities. It was established in 1988 under the Agriculture (Research, Training and Advice) Act, 1988. The organisation is funded by State Grant-in-Aid; fees for research, advisory and training services; income from national and EU competitive research programmes; and revenue from farming activities and commodity levies.

The 11 member Authority (board) is appointed by the Minister for Agriculture, Food and the Marine and includes representatives from the farming organisations, the food industry, universities, the Department of Agriculture, Food and the Marine and Teagasc staff.

Teagasc is a client-based organisation employing approximately 1,100 permanent staff, 200 contractors and hosting approximately 250 research students at 52 locations throughout Ireland with an annual operating budget in excess of €170 million. Teagasc operates in partnership with all sectors of the agriculture and food industry and with rural development agencies. Teagasc has developed close alliances with research, advisory and training agencies throughout the world and is continuously seeking to expand its international contacts.

### 2. Functions of the Board

#### Authority structure

The Teagasc Authority consists of a Chairman and ten ordinary members. Four members are nominated by industry stakeholder organisations and one by the unions representing staff in Teagasc. Five other members (including a representative of the Department of Agriculture, Food and the Marine) are nominated by the Minister for Agriculture, Food and the Marine. All Authority members are appointed by the Minister for Agriculture, Food and the Marine. The Authority meets monthly, except in August. It has six Committees each of which meet 3-4 times per year.

## Role of the Authority

The principal functions of Teagasc are as specified in Section 4 of the Agriculture (Research, Training and Advice) Act, 1988 including:

- (a) *to provide, or procure the provision of, educational, training and advisory services in agriculture, including such educational, training or advisory services in agriculture as may be specified by the Minister for the purpose of giving effect to any directive, regulation or other act adopted by an institution of the European Communities,*
- (b) *to obtain and make available to the agricultural industry the scientific and practical information in relation to agriculture required by it, and*
- (c) *to undertake, promote, encourage, assist, co-ordinate, facilitate and review, agricultural research and development (including research and development in relation to food processing and the food processing industry).*

The Authority takes all significant strategic decisions and retains full and effective control of the organisation while delegating, in accordance with the Agriculture (Research, Training and Advice) Act, 1988 day to day responsibility for leadership, management and control, within defined authority limits, to the Director (and his senior management team). In addition the following matters are currently reserved for the Authority:

1. Approval of the Corporate Strategy
2. Approval of Change Plans
3. Approval of the annual business plan
4. Annual report and financial statements
5. Risk management policy
6. Tendering and purchasing procedures
7. Annual review of the effectiveness of system of internal financial control
8. Annual budget (current and capital)
9. Delegated expenditure authorisation levels including terms of major contracts
10. Code of Conduct
11. Staff appointments
12. Review of the Director's performance
13. Property transactions (sale, purchase, lease)
14. Investments

The Authority is assisted in the discharge of its duties by a number of Authority Committees:

1. Advisory and Education Committee
2. Research Committee
3. Audit Committee
4. Operations Committee
5. Remuneration Committee (not active)
6. Nominations Committee

The Chairperson can expect to be appointed to a number of committees.

Further information on Teagasc can be found at [www.teagasc.ie](http://www.teagasc.ie).

Current Board membership:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Alan Jagoe	15/09/2013		14/09/2018	Board Member	Nomination from a prescribed body
Cliona Murphy	29/04/2015		28/04/2020	Board Member	PAS Process
Gerald Fitzgerald (Prof.)	15/09/2013		14/09/2018	Board Member	Appointed by Minister
Joseph Larkin	10/10/2014		09/10/2019	Board Member	Staff Representative
Liam Woulfe	29/04/2015		28/04/2020	Board Member	PAS Process
Noel Cawley (Dr.)	17/09/2008	17/09/2013	16/09/2018	Chair	Appointed by Minister
Padraig Gibbons	15/09/2008	15/09/2013	14/09/2018	Board Member	Nomination from a prescribed body
Richard Kennedy	25/05/2016		26/01/2020	Board Member	Nominated from a prescribed body
Thomas Cooke	05/10/2011	05/10/2016	04/10/2021	Board Member	Nomination from a prescribed body

### 3. Person Specification

The Minister for Agriculture, Food and the Marine invites applications from candidates who consider that they possess the skills, knowledge and experience to Chair the Teagasc Authority and contribute to the governance and development of Teagasc.

Candidate's attention is drawn 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.

Specifically candidates should demonstrate in their application evidence of experience in a number of the following areas:

- a. Extensive experience at an appropriately senior level (e.g. senior management or board level) of a results oriented organisation of significant scale in the agriculture, food, forestry or horticulture sectors.
- b. A thorough understanding of the significant challenges facing the agri-food sector and the opportunities identified in Food Wise 2025 which accentuate the importance of Teagasc's Research, Advisory and Education roles.

- c. Professional credibility and integrity with key stakeholders.
- d. A proven track record of leadership in the agri-food sector.
- e. Strategic planning capability, having exposure to and involvement in a strategic planning process.
- f. A strong track record of corporate governance and compliance.

### **Desirable**

In addition, candidates should demonstrate experience in one or more of the following areas:

- a. Financial Management,
- b. Economics,
- c. Science,
- d. Board Membership,
- e. HR Management,
- f. Legal (Property, Procurement, EU Competition),
- g. Risk Management.

Note: Persons being proposed by Ministers as Chairs of State Bodies are required to make themselves available to the appropriate Oireachtas Committee to discuss the approach which they will take to their role as Chair and their views about the future contribution to the Board in question

### **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 up to 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 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 exist and address this in your cover letter. The Assessment Panel may decide, based on the perceived level of conflict, not to forward your name for consideration.**

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 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 Authority 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. **Please only include information that is directly relevant to the particular role for which you are applying.**

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.

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](#)

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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.