



**Appointments to the Counsellors and Psychotherapists Registration Board**

**Closing Date: 15:00 on the 13<sup>th</sup> August 2018**

**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](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.

## Appointments to the Counsellors and Psychotherapists Registration Board

- Location:** Dublin
- Number of Vacancies:** 12
- Remuneration:** Nil. The member will serve on a part-time basis and there is no remuneration for the position.
- Travel and subsistence is payable in accordance with approved civil service rates.
- Time Requirements:** Up to 10 half day board meetings per annum. Members may also be nominated to serve on sub-committees of the board. The preparation for registration board meetings may include reading a large volume of paperwork. Up to 18 days per annum may be required.

### 1. Background

The Minister for Health will shortly be establishing the Counsellors and Psychotherapists Registration Board under the Health and Social Care Professionals Act 2005 to regulate counsellors and psychotherapists working in Ireland. Expressions of interest are invited from suitably qualified and experienced persons interested in being appointed to lay and professional positions on the board.

CORU is the umbrella term used to describe the Health and Social Care Professionals Council, its disciplinary committees and the registration boards established under the [Health and Social Care Professionals Act 2005](#) for the designated professions. It is Ireland's multi-profession health regulator. Its role is to protect the public by promoting high standards of professional conduct, education, training and competence through statutory registration of the 16 designated health and social care professions.

Clinical Biochemist	Podiatrist
Dietitian	Psychologist
Dispensing Optician	Radiographer
Medical Scientist	Social Care Worker
Occupational Therapist	Social Worker
Optometrist	Speech and Language Therapist
Orthoptist	Counsellor
Physiotherapist	Psychotherapist

Each registration board consists of 13 members (6 professional and 7 non-professional positions) with responsibility for registration and education functions. The Council oversees and coordinates the work of the registration boards to ensure consistency and effectiveness in CORU's regulatory regime. Please note that two successful candidates who are counsellors / psychotherapists shall also be appointed to the Health and Social Care Professionals Council as professional members of the designated profession(s).

Further information on CORU is available at [www.coru.ie](http://www.coru.ie)

## **2. Functions of the Board**

### **Objectives and functions of the Counsellors and Psychotherapists Registration Board under the Health and Social Care Professionals Act 2005**

The object of the Counsellors and Psychotherapists Registration Board will be to protect the public by fostering high standards of professional conduct and professional education, training and competence amongst counsellors and psychotherapists. Registration boards have powers to make Bye-laws.

The main functions of the board will be to:

- Establish and maintain two registers of members – one for each of the profession of counsellors and psychotherapists.
- Approve qualifications required for registration.
- Advise on the practise of the professions.
- Decide on applications for registration.
- Set the standards of performance and the code of conduct and ethics expected of registrants.
- Give guidance to registrants concerning
  - ethical conduct
  - practice of the profession
  - continuing professional development.
- Management of the transition/grandparenting arrangements, which will allow applicants to register who have been engaged in the practice of counselling and psychotherapy for two of the five years, prior to the opening of the register.
- Monitor the continuing suitability of programmes for the education and training of applicants for registration.
- Approve new courses.
- Make recommendations with respect to sanctions in Fitness to Practise cases.
- With the approval of the Council, conduct research into education and training relating to the practice of the profession.
- Maintain statistical records which must be available for research and planning.
- Decide on applications for the recognition of qualifications gained outside the State in the board's function of competent authority under Directive 2005/36/EC on the recognition of Professional Qualifications.

The Counsellors and Psychotherapists Registration Board will have collective responsibility to the public in the performance of its duties.

### **3. Person Specification**

The Minister for Health invites applications from suitably qualified candidates for appointment to the Counsellors and Psychotherapists Registration Board.

**Candidates who are counsellors and psychotherapists are invited to apply under one or more of the following categories:**

- (1) Practitioners of the profession(s).
- (2) Managers of counselling and psychotherapist services.
- (3) Persons engaged in the State in the education and training of counselling and psychotherapist practitioners.

Please note that two successful candidates who are counsellors/psychotherapists shall also be appointed to the Health and Social Care Professionals Council as professional members of the designated profession(s).

**Persons who are not counsellors and psychotherapists are invited to apply to be representative of one or more of the following categories:**

- (1) The management of the public health sector, the social care sector or both sectors.
- (2) The management of a voluntary or private sector organisation concerned with health or social care.
- (3) The interests of the general public. The Minister for Health must obtain consent of the Minister for Business, Enterprise and Innovation for appointments under this category.

All candidates must demonstrate knowledge or experience, at an appropriately senior level, of one or more of the following:

- Corporate governance.
- Financial management.
- Risk management.
- Change management.
- Strategy development.
- Regulation.
- Irish healthcare system knowledge/experience.

The following are also considered desirable:

- Previous experience of board membership.
- Evidence of an ability to work with others and build consensus with a broad range of stakeholders.

In considering applications due regard will be given to Government policy on gender balance on State Boards.

On foot of this campaign successful candidates will be placed on a list to be retained by the Department for a period of up to one year.

#### 4. Term of Appointment

Members of a registration board hold office for a term of up to 4 years from the date of their formal appointment. No person may hold office as a member of a registration board for more than 2 consecutive terms.

One half of the members of a registration board first constituted under the Act currently hold office for the term of three years from the date of their appointment. The members who are to hold office for a term of three years shall be drawn by lot.

A registration board may elect one of its members to be its chairperson.

- 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.

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<sup>1</sup> The Public Appointments Service will not be responsible for refunding any expenses incurred by candidates.

## **8. Data Protection**

The Data Protection Bill provides that the processing of personal data shall be lawful where such processing is necessary for the performance of a statutory function of a controller. PAS is mandated by statute under the Public Service Management (Recruitment and Appointments) Act, 2004 to act as the centralised assessment and selection body for the civil service and to carry out all the procedures necessary to undertake the recruitment, assessment and selection of suitable candidates for appointment. By submitting your personal data (including your name, address, contact details and details of your education and work history contained in your curriculum vitae and cover letter) via publicjobs.ie, you acknowledge that such data may be used by the Public Appointments Service and disclosed to and used by client departments, in connection with its statutory roles to assist and advise relevant Ministers in relation to appointments to the boards of State bodies.

The information contained in your publicjobs profile is yours to manage, amend, update or delete as appropriate. For more detailed information on our Data Protection Policy, please see our [Code of Practice for the Protection of Personal Data in the Public Appointments Service](#).

If your application is assessed and you are considered to be suitable for appointment your c.v. and cover letter (and any additional supplementary information requested as part of the application process), will be forwarded to the State Board Liaison Officer in the relevant Department. Once it obtains your personal data, the Department will act as data controller of such data and will retain it for up to one year following the appointment/s. Unless you request the withdrawal of your application such data may be used in considering your suitability for other similar vacancies/ roles that arise for a period of up to one year for this Board.

## 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.
8. If there is a supplementary question, ensure that your response complies with the word limit and that it does not contain any special characters (i.e. %, & etc) or you may receive an error message and will be unable to submit your application.
9. Click on "continue".
10. 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.
11. 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.