

Appointments to the Board of National Cancer Registry Ireland

Closing Date: 15:00 on 7th September 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

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.

Appointments to the Board of National Cancer Registry Ireland

Location:	National Cancer Registry Offices, Cork
Number of Vacancies:	2
Remuneration:	No Remuneration. Travel & Subsistence is payable at appropriate Civil Service rates.
Time Requirements:	<p>There are a minimum of 4 meetings per year. Meetings usually last a half-day.</p> <p>Preparation time for meetings is dependent on the meeting agenda.</p> <p>Meetings are usually held in the National Cancer Registry Offices, Cork, though some meetings are held in Dublin.</p>

Candidate's attention is also drawn to the provisions of the Code of Practice for the Governance of State Bodies in relation to Audit and Risk Committee membership which can be found [here](#).

1. Background

The National Cancer Registry (NCR) is a publicly appointed body, established in 1991 to collect and classify information on all cancer cases which occur in Ireland. It is funded by the Department of Health.

The Registry's activities include:

- Collecting information on all new cases in Ireland
- Monitoring trends and outcomes in different cancer types
- Promoting the use of the information collected, in research and in the planning and management of services
- Publishing an annual report on cancer statistics

Annual reports, with information on incidence, mortality, treatment and survival are produced. The NCR produces short reports annually on individual cancer sites, as well as joint reports with the Northern Ireland Cancer Registry. The NCR also publishes a large number of peer-reviewed scientific papers and abstracts. Its website (www.ncri.ie) provides an online data analysis service and a download of a subset of Registry data.

The NCR publishes a wide range of data on cancer care, conducts research in epidemiology, health services and patient-reported outcomes, as well as trends and outcomes in different cancer types. It promotes the use of the information collected in research and in the planning and management of services in conjunction with organisations such as the Department of Health, the HSE National Cancer Control Programme (NCCP), and the Health Research Board (HRB).

Cancer Registry data are essential elements in assessing population service needs and the configuration of any National Programme. The data are widely used in the cancer services for service planning. Survival rates and comparative analysis are also strong tools in the assessment of the success of cancer programmes.

The National Cancer Strategy 2017-2026 maps out a route for cancer care in Ireland over the course of a decade. It includes a focus on measuring performance, quality and outcomes, highlighting the importance of delivering results. Provision of accurate and timely information is a central requirement of any effective strategy of cancer control. Such information underpins evidence-based and informed decision making by policy makers, researchers, health professionals and patients.

Two recommendations of the National Cancer Strategy pertain specifically to the National Cancer Registry:

Recommendation 51: The HSE will ensure that all hospitals provide the National Cancer Registry with data related to cancer in an appropriate timeframe to allow for sufficient surveillance of cancer rates and outcomes in Ireland.

Recommendation 52: The Department of Health will review the scope of the National Cancer Registry with a view to increasing and optimising the use of available data to drive improvements in cancer care for patients.

Going forward, it is an aim of the National Cancer Registry to broaden the range of data that it collects. This could include clinical data on treatment types as well as self-reported patient data. An enhanced role for the NCR would allow it to more effectively feed into the development of cancer policy and the planning of cancer services in Ireland.

2. Functions of the Board

The National Cancer Registry Board is a statutory body established in 1991 under the National Cancer Registry Board (Establishment) Order as an agency of the Department of Health and Children (as it was at the time). The Board has a full membership of seven who are appointed by the Minister for Health.

The functions of the Board are as follows:

- to identify, collect, classify, record, store and analyse information relating to the incidence and prevalence of cancer and related tumours in Ireland;
- to collect, classify, record and store information in relation to each newly diagnosed individual cancer patient and in relation to each tumour which occurs;
- to promote and facilitate the use of the data thus collected in approved research projects and in the planning and management of services;
- to publish an annual report based on the activities of the Registry;
- to furnish advice, information and assistance in relation to any aspect of such service to the Minister.

The Board discharges these statutory functions through the National Cancer Registry. The Registry offices are in Building 6800, Cork Airport Business Park, Kinsale Road, Cork.

The Current 5 Board members are:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Anna Gavin	15/02/2013	15/02/2016	14/02/2021	Board Member	Nominated and appointed by the Minister for Health
Dr Cathy Kelly	26/03/2014	15/02/2016	14/02/2021	Board Member	Nominated and appointed by the Minister for Health
Dr Jerome Coffey	31/05/2017		14/02/2021	Chair	Nominated and Appointed by Minister for Health
Dr Fenton Howell	15/02/2013	15/02/2016	14/02/2021	Board Member	Nominated and appointed by the Minister for Health
Orla Dolan	11/10/2013	15/02/2016	14/02/2019	Board Member	Nominated and appointed by the Minister for Health

3. Person Specification

The Minister for Health invites applications from suitably qualified candidates who demonstrate the required knowledge and experience to fill 2 upcoming vacancies on the National Cancer Registry Board in one of the following areas:

(a) Extensive Managerial Experience & Financial Expertise

Candidates wishing to be considered for appointment in this category must have:

- Extensive, recent, relevant professional experience of fulfilling a senior management role;

and/or

- extensive recent, relevant professional experience at an appropriately senior level in the area of accountancy, audit and/or corporate finance;

and/or

- experience as a member of an Audit Committee or of having directly reported to or worked with an Audit Committee;

In addition to the essential requirements above, it is *desirable* that candidates would have:

- relevant experience in risk management
- previous board/corporate governance experience
- knowledge of the health sector and/or cancer services
- an understanding of the public sector environment, in particular the accountability structures, and current public sector reform initiatives.

(b) Direct Patient Involvement Experience

Candidates wishing to be considered for appointment to this category must have:

- Current or previous experience as a cancer patient, or as a member of the family of a cancer patient.

and/or

- Current or recent experience in cancer patient management

In addition to the essential requirements above, it is *desirable* that candidates would have :

- Experience in dealing with strategy, governance and core corporate functions.
- Experience as a member of a cancer advocacy group or charity.

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 Board Members can be found in Section 3 of the Code which can be found [here](#).

The Minister shall have regard to the desirability for gender balance on the Board as the Minister considers appropriate and determines from time to time when making appointments.

4. Term of Appointment

Appointments to the Board will be for a maximum initial period of 5 years with an option to extend the term of engagement for a second maximum 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 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 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.

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 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

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.

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.
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.