

**DEPARTMENT OF HEALTH STATE BOARD VACANCIES**  
**Irish Medicines Board**

**Ministerial Appointments to the Irish Medicines Board**

In accordance with the Government's recent decision to widen the opportunity for board membership of State Bodies, the Minister for Health, Dr James Reilly TD, invites expressions of interest from people with suitable qualifications and experience to be considered for appointment to the Irish Medicines Board.

**Irish Medicines Board – Background Information**

The Irish Medicines Board (IMB) is the regulatory authority for human and veterinary medicines, medical devices and cosmetics in Ireland. In addition, the IMB is responsible for the implementation of EU and national legislation relating to Blood and Blood Components and for Tissues and Cells. The IMB, formerly the National Drugs Advisory Board (NDAB), was established on a statutory basis by the Irish Medicines Board Act in 1995.

***Mission Statement:***

**'to protect and enhance public and animal health through the regulation of medicines, medical devices and healthcare products'**

Before a medicine can be authorised for use, an application must be made to the IMB which contains all of the necessary data supporting the quality, safety and efficacy of the medicine.

The general functions of the IMB, as defined by the IMB Act 1995 and subsequent legislation are:

- to ensure the quality, safety and efficacy of medicines available in Ireland and to participate in systems designed to achieve this throughout the European Union
- to review the scientific aspects of the application and reach a conclusion on the likely balance of any benefits versus the risk(s) of a medicine before arriving at a decision. Following approval and use of a medicine, the IMB monitors the type and frequency of any reported side-effects.
- to monitor the quality of medicines by conducting inspections at sites of manufacture and sites of distribution of medicines and by random sampling of products both pre and post authorisation
- to authorise the use of medicines for clinical research purposes
- to consider the consequences to human health of the use of medicines in animals
- to enforce the regulations for which it has responsibility

### **Details of Appointments**

Four vacancies are currently available on the Board of the Irish Medicines Board. In accordance with the requirements of the Irish Medicines Board Act 1995, members of the Board are appointed by the Minister for Health. The period of appointment will run from the date of appointment until 31 December 2018.

Meetings of the Board are normally held every second month. Members will serve on a part-time basis and travel and subsistence allowances will be paid in accordance with approved public sector rates. Members of the Board do not receive remuneration.

Members of the Board are required to devote as much time to duties on the Board as is necessary for the proper and efficient discharge of their duties, and to comply with the relevant provisions of the Code of Practice for the Governance of State Bodies.

### **The type of person required**

Expressions of interest in serving as a member of the Irish Medicines Board are sought from persons with relevant skills and knowledge in one or more of the following areas; veterinary medicines, human medicines, medical devices, public health, cosmetics, pharmacy, business, financial sector who would be prepared to contribute their skills and time (**see Appendix 1 for required competencies**). Experience and background in medicines or medical devices policy at a national level would be particularly welcome/beneficial.

**In particular, applicants must have no financial or other interests in any industry regulated by the Irish Medicines Board**

### **Additional Information**

It should also be noted that, on appointment, Board members assume significant duties such as responsibility for the proper conduct of the organisation's affairs, treating as confidential information obtained in their role as Board Member and acting in accordance with public policy and the high standards of probity. In order to qualify for appointment, a person must not have any conflicts of interest likely to interfere with his or her ability to play a full part on the Board.

### **Application Process**

The Department is committed to the principles of public appointments based on merit, with independent assessment, openness and transparency. By submitting an expression of interest the applicant accepts that appointments are made in the exercise of a statutory discretion, that the Minister is not obliged to consider the expressions of interest offered, that he is not confined to recommending an appointment from amongst those who have expressed an interest and is not bound by any statement set out in the notice.

### **How to apply**

Anyone interested in being considered for appointment as a Board member should submit an application form via the following link [www.publicjobs.ie](http://www.publicjobs.ie) together with detailed Curriculum Vitae **not exceeding 3 pages**.

If you are already registered on [www.publicjobs.ie](http://www.publicjobs.ie) you can log in using your username and password.

If you have not previously registered on [www.publicjobs.ie](http://www.publicjobs.ie) you will need to register your details.

You must go to “Choose a Job Category” on the left side of the screen.

Click on “Membership of a State Board” and then click “Apply for this job”.

**Please note that documents a) – b) below should be submitted as one attachment and should be saved in one document before commencing the application process.**

Step 1 - Complete the Online Application Form. Most of this will be pre-filled from your registration profile.

Step 2- Attach a) – b) listed below

- (a) Curriculum Vitae not exceeding 3 pages
- (b) The Competency Questionnaire which is located in the Additional Information section of the advertisement page. Please copy and save this format in a separate document.

### **Further information**

For further information on the Irish Medicines Board please see [www.imb.ie](http://www.imb.ie).

### **Closing Date**

The closing date for receipt of applications is: **22<sup>nd</sup> November, 2013**

We will treat all applications/expressions of interest confidentially and information will only be given to the appropriate personnel.

**Required competencies for Board Members**

**Generic competencies**

- Analytical strategic perspective:
  - An ability to take a broad future focused perspective on issues.
  - An ability to understand and anticipate the effect of environmental and economic issues on an organisation.
  - The ability to critically analyse information to identify the most relevant and critical issues.
  
- Integrity and a focus on good governance:
  - A strong sense of ethics and integrity.
  - A good understanding of what may constitute or be seen as a conflict of interests and acts to avoid or address issues of conflict of interest.
  - An appreciation of the state and the public as key stakeholders.
  - An understanding of good governance practices.
  
- Teamwork
  - An ability to work effectively with others as part of a team.
  - An ability to work with people with different perspectives to identify common ground and mutually acceptable solutions to problems.
  
- Contribution and effort
  - A clear focus on the responsibilities of their role as a board member.
  - A strong commitment to ensuring they add value to and positively impact on the organisation.
  
- Good communication skills
  - The ability to communicate clearly orally and in writing.
  - The ability to ask relevant and pertinent questions.
  
- Financial literacy
  - An ability to understand high level financial data.
  - An appreciation of budgets and good financial management practice.

### **Authority specific competencies**

- Expertise in strategic planning and management at a strategic level – national and international.
- Experience of Board/Committee membership at senior level.
- Experience of dealing with issues of national significance
- Outward perspective on the needs of major stakeholders, including other areas of Government, industry, research, the community and voluntary sectors and the academic community.

### **Specific domain expertise**

- Expertise in veterinary medicines
  - Expertise in research and development, manufacturing, licensing, regulation or use of veterinary medicines
  - Expertise in animal production and animal and herd health
- Expertise in medical devices
  - Expertise in research and development, manufacturing, clinical investigation, approval, regulation or use of medical devices
  - Expertise in health systems management or provision
- Expertise in Public Health
  - Expertise in public health policy and strategy