

**Appointment as Chairperson of the Marine Casualty Investigation Board**

**Closing Date: 15:00 on 25<sup>th</sup> October 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.

## Appointment as Chairperson of the Marine Casualty Investigation Board

<b>Location:</b>	Dublin
<b>Number of Vacancies:</b>	1
<b>Remuneration:</b>	€8,978. (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>	11 meetings per annum (Board generally does not meet in August). An average of 2 days preparatory work per month spread out over the preceding month is required, giving a minimum total of 33 days including each Board meeting.

### 1. Background

The Marine Casualty Investigation Board (MCIB) was established under the [Merchant Shipping \(Investigation of Marine Casualties\) Act, 2000](#) ("the Act") in June 2002. *Section 8* of the Act states that the Board is independent of the Minister and any persons or body whose interests would conflict with the Board. Its function is to investigate marine casualties and publish reports of such investigations.

A "marine casualty" is defined as:

*"an event or process which causes or poses the threat of –*

- (a) death or serious injury to a person;*
- (b) the loss of a person overboard;*
- (c) significant loss or stranding of, or damage to, or collision with, a vessel or property; or*
- (d) significant damage to the environment,*

*in connection with the operation of –*

- (i) a vessel in Irish waters;*
- (ii) an Irish registered vessel, in waters anywhere; or*
- (iii) a vessel normally located or moored in Irish waters and under the control of a resident of the State, in international waters contiguous to Irish waters,*

and includes an accident or damage referred to in section 26(1) (b)".

The MCIB is the designated investigative body for maritime casualties in Ireland in relation to EU Directive 2009/18/EC on Accident Investigations in the Maritime Transport Sector, to which the [EC \(Merchant Shipping\)\(Investigation of Accidents\) Regulations 2011](#) relate.

The MCIB function in investigating a marine casualty is to establish the cause or causes with a view to making recommendations for the avoidance of similar marine casualties in the future

(section 25 of the Act), thereby improving the safety of life at sea. The recommendations are published in a report on the marine casualty. It is not the purpose of an investigation carried out by the MCIB to apportion blame or fault, and the MCIB is a non-prosecutorial body.

The MCIB has a small Secretariat, and its investigations are carried out by a panel of investigators (marine surveyors), who report back to the Board. To date, the MCIB has published 216 final Reports into marine casualties, including 8 final Reports and 4 interim Report in 2017 and four final Report in 2018 (to end present). Further information about the MCIB, including published Reports, can be found at [www.mcib.ie](http://www.mcib.ie).

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

The remit of the Board, its statutory powers and obligations are contained in the Merchant Shipping (Investigation of Marine Casualties) Act, 2000.

The MCIB consists of five board members, including the Chairperson and a small secretariat. Three of the board members are appointed by the Minister for Transport, Tourism & Sport, one board member is the Chief Surveyor of that Department *ex officio*, and one board member is nominated by the Secretary General of that Department.

The Board meets at its offices in Dublin usually monthly, except for August. However board members are involved in the business of the Board between meetings, for example, in relation to the review, development, editing and finalisation of investigation reports; financial management; and information queries. Board members are expected to be in a position to commit to and participate in the regular board meetings and in board business (by email and phone) during the period between board meetings.

The Board is required to publish a report of its investigations within 12 months of the occurrence of the marine casualty, and to make safety recommendations for the avoidance of similar marine casualties. The investigations are carried out for the Board by its panel of investigators

The MCIB also prepares an Annual Report and Accounts, which it presents to the Minister who lays it before each House of the Oireachtas.

The current membership of the Board is:

Name	First Appointed	Expiry Date	Position type
Cliona Cassidy	29/01/2013	28/01/2019	Chairperson
Dorothea Dowling	01/04/2017	30/09/2020	Deputy Chairperson and Board Member
Frank Cronin	01/04/2017	31/03/2020	Board Member
Brian Hogan	20/12/2002		Ex officio (Dept. of Transport, Tourism & Sport (DTTAS))
Nigel Lindsay	24/11/2017		Board Member (DTTAS Secretary General nominee)

### 3. Person Specification

The Minister for Transport, Tourism and Sport, invites applications from suitably qualified candidates for the position of Chairperson of the Marine Casualty Investigation Board.

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.

Candidates for this role must have a career history which would demonstrate evidence of the following at an appropriately senior level:

- leadership;
- good communication and team skills;
- corporate governance and management;
- experience in the review, editing and development of documents for publication.

#### ***Desirable:***

- Legal qualification and/or experience working with legislation or within a statutory framework.
- Experience or knowledge of marine accident investigation or accident investigation in another sector, or Health and Safety Management.
- Previous Board experience

#### 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:

- 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 Public Expenditure & Reform [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.

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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. 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.