



**Appointments to the Board of The National Standards Authority of Ireland**

**Closing Date: 15:00 on Friday 15<sup>th</sup> March 2019**

**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.

## Appointments to the Board of the National Standards Authority of Ireland

<b>Location:</b>	1 Swift Square, Northwood, Santry, Dublin 9
<b>Number of Vacancies:</b>	2
<b>Remuneration:</b>	€7,695. (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>	A minimum of 6 meetings per annum. Total time commitment including participation on sub-committees and preparatory work would be in the region of 18 days per annum.

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

The NSAI was established in 1997 as a statutory non-commercial State body and reports to the Department of Business, Enterprise and Innovation.

NSAI provides Ireland with the components necessary for an effective trading infrastructure for products and services to be developed, traded and relied on nationally and around the world. This infrastructure also contributes positively to decisions on Foreign Direct Investment (FDI), where organisations rely on a developed standards and conformity assessment infrastructure to achieve their objectives, such as the medical devices sector.

The Authority provides services to industry and the public through its Standards, Metrology and Certification functions.

Through its US subsidiary, NSAI Inc., NSAI also offers its certification services to a US and international client base.

NSAI's activities are focused on four distinct areas:

#### Standards

NSAI Standards is the national National Standards Body (NSB) and facilitator for the consensus committee processes which result in the formulation, agreement, publication and distribution of national and international standards and specifications. It is a core function of the Authority which is described set out in the NSAI Act 1996.

#### Legal Metrology Service

The Legal Metrology Service's principal functions are to underpin confidence in trade measurements through exercising controls on measuring instruments and quantities of pre-packed and loose goods and to implement a national system of measurement.

## National Metrology Laboratory

The National Metrology Laboratory (NML) is the national metrology body for Ireland and is responsible for the maintenance and development of the national standards for physical units and their dissemination to Irish users, primarily the manufacturing and pharmaceuticals industry.

## Certification Services

NSAI provides comprehensive certification services, in line with current European and international practices, offering an objective assessment of the compliance with standards and product certification.

Accredited certification awarded by NSAI is recognised worldwide through a network of Mutual Recognition Agreements with other major certification bodies. Certification is recognised as an authoritative statement of conformity to applicable national and international standards. NSAI Inc. provides certification services in the United States.

The Authority is accountable to the Minister for Business, Enterprise and Innovation.

Further details on the NSAI can be accessed at [nsai.ie](http://nsai.ie)

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

The Board is collectively responsible for promoting the success of the NSAI by developing strategy, leading and oversight of the organisation's activities, governance and risk management.

It ensures the implementation of best practice corporate governance principles, compliance with statutory obligations and the guidelines set out in the "Code of Practice for the Governance of State Bodies" both in its own activities and those throughout the organisation.

The Board sets the strategic direction, performance objectives, risk parameters and broad policies of the organisation. It exercises oversight of operations, the internal control environment and the achievement of objectives through executive reporting and key performance indicators. To assist in this oversight the Board has established Audit & Risk, Governance and Nominations Sub-committees.

The responsibility for implementation of strategy and operational delivery rests with the executive.

Current membership of the Board: -

<b>Name</b>	<b>First Appointed</b>	<b>Reappointed</b>	<b>Expiry Date</b>	<b>Position type</b>	<b>Basis of appointment</b>
Aidan O'Boyle (Dr.)	12/05/2014	29/03/2017	28/03/2020	Board Member	Ministerial nomination
Aideen Goggin	31/01/2013	20/06/2016		Board Member	Appointed by the Minister on application
Barry Smith	17/04/2018			Board Member	Employee Representative

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Deirdre O'Hara	31/01/2013	20/06/2016		Board Member	Appointed by the Minister on application
Deirdre Smith	12/05/2014	17/04/2018		Board Member	Ministerial nomination
Fergal O'Byrne	17/04/2018			Board Member	Employee Representative
Geraldine Larkin	20/02/2017			Board Member	Ex-Officio - CEO
James Kennedy	09/04/2018			Chairperson	PAS Process
Kieran Ryan	15/04/2009	20/06/2016		Board Member	Appointed by the Minister
Nina Brennan	20/06/2016			Board Member	Exemption Section 9.1.7
Roger Blackburn	20/06/2016			Board Member	PAS process
Terry Landers	06/03/2012	29/03/2017	28/03/2020	Board Member	Appointed by the Minister on application
Valerie Bowens	12/05/2014	17/04/2018		Board Member	Appointed by the Minister on application

### 3. Person Specification

The Minister for Business, Enterprise and Innovation invites applications from suitably qualified candidates to fill two vacancies on the Board of the National Standards Authority of Ireland.

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.

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](#).

## Essential

Candidates must demonstrate in their application evidence of significant experience, at an appropriately senior level in a least one or more of the following: -

- The healthcare, medical/medical devices sector
- Digital transformation such as standardisation in ICT, automation, digitisation agenda
- Corporate governance
- Public Policy/Regulatory environment

## Desirable

- Knowledge and experience of the standardisation, metrology and certification services which underpin the national and international trade quality infrastructure.
- A capacity to quickly develop an understanding of the regulatory and public policy environment in which NSAI operates.
- Corporate governance experience, preferably with an understanding of the governance requirements of public bodies.
- Excellent communication skills and the ability to develop constructive relationships with all relevant stakeholders.
  
- Successful leadership experience and success in a large scale organisation

The Minister will have regard to gender when making appointments to this Board.

In order to qualify for appointment a person must not have any conflicts of interest likely to interfere with his/her ability to assume the role of a member of the Board. 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.

## 4. Term of Appointment

The Act dictates that on every anniversary of the establishment day (14 April), three of the members of the Board, excluding the *ex-officio* Chief Executive, shall retire. The members to retire each year shall be those who have been longest in office since their previous appointment. It is anticipated that a term will last around 3 years with a possible reappointment for a further term.

According to the First Schedule of the NSAI Act 1996:

- (1) The Minister may remove a Board member from office.
- (2) A member may resign office by notice in writing to the Minister with a copy to the Chief Executive Officer of the Authority and the resignation shall take effect on the date on which the Minister receives the notice.
- (3) A member shall be disqualified from holding and shall cease to hold office if that member is adjudged bankrupt, or makes a composition or arrangement with creditors, or is convicted of any indictable offence in relation to a company, or is convicted of an offence involving fraud or dishonesty whether in connection with a company or not, or is the subject of an order under [section 160](#) of the [Companies Act, 1990](#) .
- (4) Where a member is—
  - a. nominated as a member of Seanad Éireann, or
  - b. elected as a member of either House of the Oireachtas or of the European Parliament, or

- c. regarded pursuant to [section 15](#) (inserted by the [European Assembly Elections Act, 1984](#)) of the [European Assembly Elections Act, 1977](#) , as having been elected to such Parliament to fill a vacancy, that person shall thereupon cease to be a member of the Board.

## 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.

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

---

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

- 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**

The Data Protection Act 2018 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.