

Appointment as Chairperson to the National Haemophilia Council

Closing Date: 15:00 on 30th May 2019

**State Boards Division
Public Appointments Service
Chapter House, 26 – 30 Abbey Street Upper, Dublin 1**

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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, 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 to the National Haemophilia Council

Location:	Irish Haemophilia Society, Cathedral Court, New Street, Dublin 8
Number of Vacancies:	1
Remuneration:	Nil. Travel and subsistence is payable at appropriate civil service rates.
Time Requirements:	5-6 Council meetings per annum. Three hours Max, preparation time varies regarding the different items on the agenda. The Chair meets with the Chief Officer monthly for ~2 hours.

1. Background

The National Haemophilia Council was established by the National Haemophilia Council (Establishment) Order (Statutory Instrument No 451 of 2004), following the recommendations of the Report of the Tribunal of Inquiry into the Infection with HIV and Hepatitis C of Persons with Haemophilia and Related Matters (Lindsay Report).

The Council comprises 11 members, including the Chairperson and is a forum through which members of the Irish Haemophilia Society, healthcare professionals who treat haemophilia, and healthcare administrators advise and make recommendations to the Minister for Health on all aspects of haemophilia, on its own initiative or at the request of the Minister.

It may provide advice in relation to:

- The care and treatment of persons with Haemophilia;
- Protocols for the treatment of Haemophilia;
- Health services (including Counseling Services) for persons with Haemophilia;
- Education and training of staff who provide services for persons with Haemophilia;
- Education and health promotion for persons with Haemophilia and their families;
- The changing needs of persons with Haemophilia in order to help ensure that health services respond effectively to such changing needs;
- Developments arising from research into Haemophilia;
- Appropriate support services for the families of persons with Haemophilia.

2. Functions of the Board

The Mission Statement of the National Haemophilia Council is to advise and recommend on the optimum provision of treatment and care for persons with haemophilia and related bleeding disorders.

Its vision is to set the international benchmark for the provision of effective advice and inclusive involvement in optimising the management of haemophilia.

The goals of the National Haemophilia Council are to:

- Advocate for the provision of optimum haemophilia care nationally;
- Provision of appropriate information, education and research;
- Ensure viability and effectiveness by measuring performance and outcomes;
- Optimise development and function of the National Haemophilia Council (NHC).

The Council works to bring about a haemophilia treatment system in Ireland that meets the highest international standards. The Council draws on both the lessons of the past and the latest in haemophilia research to provide advice that will bring about the best possible treatment and outcomes for persons with haemophilia and other bleeding disorders.

The Council promotes its functions through the publication of documents, organisation of conferences, and recommending measures to promote the health of persons with haemophilia. The Council engages continuously with haemophilia treatment centres to bring about agreement on centralisation of haemophilia treatment, and facilitates regular audits of haemophilia treatment centres.

The Council members are required to:

- present an annual report to the Minister in relation to the performance of its functions
- prepare financial statements for each financial year which give a true and fair view of the state of affairs of the National Haemophilia Council and its income and expenditure for that year.

Further information including annual reports can be found at www.nationalhaemophiliacouncil.ie.

The current membership of the Council: -

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Alison Dougall (Dr)	25/10/2016		24/10/2019	Ordinary Member	Nominated and appointed by the Minister for Health following a PAS Process
Anne O'Sullivan	11/07/2018		10/07/2021	Ordinary Member	Nominated and appointed by the Minister for Health
Barry Harrington	19/07/2011	02/08/2017	01/08/2020	Chair	Nominated and appointed by the Minister for Health
Beatrice Nolan	20/01/2006	20/01/2018	19/01/2021	Ordinary Member	Nominated and appointed by the Minister for Health Reappointed in 2015 also
Brian O'Mahony	22/07/2004	25/10/2016	24/10/2019	Ordinary Member	Nominated by the Irish Haemophilia Society and appointed by the Minister for Health
Cleona Duggan (Dr)	04/09/2018		03/09/2021	Ordinary Member	Nominated and appointed by the Minister for Health
David Vaughan (Dr)	25/10/2016		24/10/2019	Ordinary Member	Nominated by HSE and appointed by Minister
Deborah Greene	23/05/2011	25/10/2016	24/10/2019	Ordinary Member	Nominated by the Irish Haemophilia Society and appointed by the Minister for Health
Michael Conroy	31/07/2013	02/08/2017	01/08/2020	Ordinary Member	Nominated and appointed by the Minister for Health
Niamh O'Connell	11/07/2018		10/07/2021	Ordinary Member	Nominated and appointed by the Minister for Health
Ruth Gilmore (Dr)	31/07/2013	25/10/2016	24/10/2019	Ordinary Member	Nominated and appointed by the Minister for Health following PAS process.

3. Person Specification

The Minister for Health invites applications from suitably qualified candidates to Chair the National Haemophilia Council.

Candidate's attention is drawn to the general details of the role of Chairperson as set out on page 19 of the Code of Practice for the Governance of State Bodies 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.

The Chairperson will perform a key role in the development and implementation of the goals of the National Haemophilia Council. They will work with the Council to provide advice to the Minister for Health, health services agencies, and others, on the optimum provision of treatment and care for persons with haemophilia and related bleeding disorders.

Candidates for Chair of the National Haemophilia Council should have significant experience in one or more of the following:

- Previous Board membership
- Experience of Chairing a Board sub-committee
- Demonstrable leadership experience in an area of relevance to the Council.

Desirable

- Medical knowledge, especially knowledge of haemophilia and other bleeding disorders.
- Experience and/or knowledge in relation to the health sector (including policy) in primary care, hospital care, and especially in haemophilia or research.
- Experience and/or knowledge of the services and supports provided to persons with Haemophilia.

Candidates should also be able to demonstrate an understanding of the environment in which the Council operates, and its relationship with key stakeholders.

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 Chairperson 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

Appointments to the Board will be for an initial period of 3 years with an option to extend the term of engagement for a second term, 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.

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.

5. 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 the most suitably qualified candidates (based on the information provided by the candidate) 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.

6. 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.

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

7. 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.
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. 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.