



**Appointments to the National Paediatric Hospital Development Board**

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

**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.

## Appointments to the National Paediatric Hospital Development Board

<b>Location:</b>	Block A, Herberton, St James's Walk, Rialto, Dublin 8
<b>Number of vacancies:</b>	up to 6
<b>Remuneration:</b>	€11,970 per annum, (t 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>	12 meetings per annum. Successful candidates will be expected to be appointed to one or more board sub-committees. Additional time will be required for preparatory work and sub-committee attendance. Total time commitment is estimated at 20-25 days per annum.

Candidates' attention is also drawn to the provisions of the Code in relation to Audit and Risk Committee membership which can be found [here](#).

### 1. The New Children's Hospital Project

The new children's hospital project includes three inter-related elements: the building, the ICT infrastructure, and the operational integration of the three existing children's hospitals. The new children's hospital development is a Government priority project and the most significant capital investment project ever undertaken in healthcare in Ireland, bringing together three children's hospitals in a modern custom-designed digital hospital building to deliver the best care and treatments for Ireland's sickest children. The construction of the new children's hospital in Dublin, co-located with St James's Hospital, is a key commitment in the Programme for Government and the largest project within the Government's Capital Plan. The new children's hospital capital project also includes the construction of two outpatient and urgent care centres on the campuses shared with Connolly Hospital and Tallaght Hospital.

This project is a unique opportunity to transform the provision of healthcare services to the sickest children in Ireland. The new hospital will deliver tertiary acute services to children from all over Ireland and secondary acute services to children from the Greater Dublin Area. It will play a central role in the provision of excellent paediatric healthcare services throughout Ireland and will be the primary centre for paediatric education, training and research in Ireland. The new facility will bring together the services currently provided on three sites – at Crumlin, Temple Street and Tallaght - to serve children in Ireland for many decades to come. It will be a child-centred and world-class facility that will support innovation and excellence in paediatric healthcare and create an environment that is supportive of children, young people, their families and hospitals staff.

### 2. The National Paediatric Hospital Development Board

Operational responsibility for delivery of the construction project lies with the National Paediatric Hospital Development Board (NPHDB). The NPHDB was established under the National Paediatric Hospital Development Board (Establishment) Order 2007 (the Establishment Order) to plan, design, build, furnish and equip the new children's hospital and

associated centres. The project is now in the major construction phase and the core focus of the NPHDB in this phase of the project will be on building and equipping the new hospital.

The Board members have the combined experience and expertise in architecture, planning, engineering and procurement along with stakeholder representatives. The Establishment Order was amended by the Children’s Health Act 2018 amending the membership criteria for its Board to make it more relevant to its work overseeing this phase of the capital project.

Further information can be found here: <http://www.newchildrenshospital.ie/>

### 3. Overview of the progress to date

Works on building the hospital at the St James’s Hospital campus has commenced. The project is now in the main construction phase with the overall construction scheduled to be completed in Quarter 3 of 2022 followed by a period of clinical commissioning and staff familiarisation by Children’s Health Ireland before services transfer and opening in Q2 2023.

The Outpatient and Urgent Care Centre at Connolly has been completed and was handed over to Children’s Health Ireland in May 2019 with services commencing from the end of July 2019, and this will be followed by the completion of the Outpatient and Urgent Care Centre at Tallaght in mid-2020.

### 4. Complexity of the project

The scale of the development, consisting of two different construction contracts on three different live hospital campuses across three different local authorities, with multiple contracts to be administered with multi-disciplinary design members requires excellent organisational and management skills.

There is a strong interdependency on other stakeholders for aspects of the project which are outside of the remit of the NPHDB but which are critical to the successful delivery of the project, e.g. ICT Infrastructure, Electronic Health Care Record.

### 5. Board vacancies

At this stage of the project a number of vacancies have arisen on the Board. In light of this and the change in criteria or the appointment of Board members in the Children’s Health Act 2018 it is proposed to appoint up to 6 new members to the Board.

Current membership of the Board: -

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Anne Butler	31/07/2013	31/07/2018	30/07/2023	Board Member	Nominated by the Children's University Hospital, Temple St. Appointed by the Minister for Health
Fred Barry	06/02/2019		30/07/2023	Chair	Nominated and appointed by the Minister for Health
John Cole	31/07/2013	31/07/2018	30/07/2023	Board Member	Nominated and appointed by the Minister for Health
Karl Kent	31/07/2013	31/07/2018	30/07/2023	Board Member	Nominated by the Chair. Appointed by the Minister for Health

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Liam Woods	06/02/2015	31/07/2018	30/07/2023	Board Member	Nominated by the HSE. Appointed by the Minister
Lorcan Birthistle	02/02/2016	31/07/2018	30/07/2023	Board Member	Nominated by the HSE. Appointed by the Minister
Tim Bouchier Hayes	31/07/2013	31/07/2018	30/07/2023	Board Member	Nominated by the Chair. Appointed by the Minister for Health

## 6. Person Specification

The Minister for Health invites applications from suitably qualified candidates to fill up to six positions on the National Paediatric Hospital Development Board.

Candidates should demonstrate in their application evidence of significant and extensive experience gained at a sufficiently senior level in a large complex organisation(s) with a large turnover and should be able to clearly demonstrate evidence of the following essential characteristics:

- Significant experience in one or more of the following - construction, commercial, financial, legal or regulatory and risk management matters;
- Evidence of an objective approach to decision-making and evidence of the confidence and resilience required to operate in a complex and high profile project.
- Management experience at an appropriately senior level and the ability to provide strong governance and strategic oversight.
- Significant senior executive experience in national and international public/commercial infrastructure development.

Candidates must also demonstrate in their application, evidence of experience in one or more of the areas outlined below.

### a. Financial Expertise (Accountancy, Audit, Corporate Finance)

- Finance and/or accounting experience at an appropriately senior level in a complex commercial organisation.
- A relevant professional qualification and membership of a professional body
- Experience which demonstrates an understanding of the role of the Board; particularly corporate governance, strategy, challenge/oversight and risk management

### b. Commercial Business

- Excellent commercial acumen with the ability to examine and evaluate the efficacy of business proposals

**c. Construction Management**

- Significant experience in the planning, coordinating of a major construction project and have a proven ability to monitor and control a construction project of relevant significance and scale.

**d. Commissioning of Buildings**

- Proven experience in the commissioning and start-up of large-scale facilities with significant requirements for qualification, validation, and certification.

**e. ICT**

- Experience, at an appropriately senior level, of leading/managing significant IT projects; in particular their integration and commissioning in complex environments.

***Desirable***

It is desirable that candidates can demonstrate evidence of one or more of the following:

- A successful career history at executive and/or non-executive level in a complex organisation – ideally in the commercial business sector;
- Private or Public sector experience at an appropriately senior level with a deep knowledge of corporate governance requirements;
- Professional experience in the areas of engineering, architecture, legal or finance;
- Have direct experience of managing or sponsoring large scale projects in a governance structure;

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

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.

**7. Term of Appointment**

The membership of the Board shall consist of thirteen persons being: -

- (a) a Chairperson appointed by the Minister and
- (b) twelve ordinary members appointed by the Minister.

The ordinary members of the Board shall be appointed from among persons who, in the opinion of the Minister, have experience and expertise in relation to matters connected to the functions of the Board such as would enable such persons to make a substantial contribution to the performance by the Board of its functions.

The term of office of a member of the Board, including the Chairperson, shall be for such period, not exceeding five years from the date of appointment to office, as the Minister may determine, and the Chairperson or member shall hold office for the period for which he or she is appointed, unless he or she dies or resigns by letter addressed to the Minister.

A member of the Board, including the Chairperson, may resign his or her membership by letter addressed to the Minister and the resignation shall take effect from the date specified therein or upon receipt of the letter by the Minister, whichever is the later.

A member of the Board, including the Chairperson, may at any time be removed from membership of the Board by the Minister if, in the Minister's opinion, the member has become incapable through ill-health of performing his or her functions, or has committed stated misbehaviour, or his or her removal appears to the Minister to be necessary for the effective performance by the Board of its functions, or the Minister is satisfied that the member has failed to comply with the provisions of article 19 of SI 246 of 2007 which relates to disclosure of interests.

## 8. 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).

## 9. 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/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.

## **10. 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.

## **11. 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. 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.