

**Appointments to non-professional positions on the Health and Social Care Professionals
Council and Registration Boards**

Closing Date: 15:00 on Friday 1st May 2020

**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, 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 non-professional positions on (i) the Health and Social Care Professionals Council and (ii) Registration Boards

Location: Dublin

Due to resignations and terms of office expiring it is anticipated that there will be a number of non-professional vacancies on the Health and Social Care Professionals Council and Registration Boards it oversees. This campaign will establish a panel to fill these vacancies as required. The panel will expire after 1 year.

Remuneration: Nil. The member will serve on a part-time basis and there is no remuneration for the position. However, the member is entitled to claim travel and subsistence allowances which will be paid in respect of journeys undertaken to attend meetings of the Council/boards or to transact their business in accordance with approved public sector rates.

Time Requirements: Up to 10 Council/board meetings per annum (these last for approximately 3 hours) – Council members may also be nominated to serve on sub-committees of the Council. The preparation for Council and registration board meetings may include reading a large volume of paperwork. Up to 18 days per annum may be required.

1. Background

CORU is the umbrella term used to describe the Health and Social Care Professionals Council, its disciplinary committees and the registration boards established under the [Health and Social Care Professionals Act 2005](#) for the designated professions. It is Ireland’s multi-profession health regulator. Its role is to protect the public by promoting high standards of professional conduct, education, training and competence through statutory registration of the 17 designated health and social care professions.

Clinical Biochemist	Podiatrist
Counsellor	Psychologist
Dietitian	Psychotherapist
Dispensing Optician	Radiation Therapist
Medical Scientist	Radiographer
Occupational Therapist	Social Care Worker
Optometrist	Social Worker
Orthoptist	Speech and Language Therapist
Physiotherapist	

The 2005 Act is being implemented on a phased basis as registration boards and their registers are being established. Twelve registration boards are currently operating.

Further information on CORU is available at www.coru.ie.

2. Functions of the Health and Social Care Professionals Council

The Health and Social Care Professionals Council oversees and co-ordinates the work of the registration boards to ensure consistency and effectiveness in CORU’s regulatory regime. The Council has collective responsibility to the public in the performance of its duties.

The main functions of the Council are to:

- Oversee and co-ordinate the activities of the registration boards.
- Provide administrative support and secretarial assistance to registration boards and their committees.
- Receive applications and make decisions concerning applications that have been refused by the registration boards.
- Enforce standards of practice for registrants of the designated professions, including the code of professional conduct and ethics adopted by their registration boards.
- Establish committees of inquiry into complaints against registrants.
- Make decisions and give directions relating to the imposition of disciplinary sanctions on registrants.
- Advise the Minister for Health, either on its own initiative or at the Minister's request, on all matters relating to the Council's functions under the Act.

The members of the Council are appointed by the Minister for Health.

3. Functions of the registration boards

Each registration board consists of 13 members (6 professional and 7 non-professional positions) with responsibility for registration and education functions.

Each board is appointed by the Minister for Health and has collective responsibility to the public in the performance of its duties.

The main functions of registration boards are to:

- Establish and maintain registers of members of the designated profession.
- Approve qualifications required for registration.
- Decide on applications for registration.
- Set the standards of performance and the code of conduct and ethics expected of registrants.
- Give guidance to registrants concerning:
 - ethical conduct.
 - practice of the profession.
 - continuing professional development.
- Monitor the continuing suitability of programmes for the education and training of applicants for registration.
- Approve new courses.
- Make recommendations with respect to sanctions in Fitness to Practise cases.
- With the approval of the Council, conduct research into education and training relating to the practice of the profession.
- Maintain statistical records which must be available for research and planning.
- Decide on applications for the recognition of qualifications gained outside the State in the board's function of competent authority under Directive 2005/36/EC on the recognition of Professional Qualifications.

4. Person Specification

The Minister for Health invites applications from suitably qualified and experienced candidates for appointment to one or more of the non-professional positions on the Health and Social Care Professionals Council and the twelve registration boards it currently oversees.

It is proposed to establish a panel to fill vacancies arising in the following non-professional positions on the Council and registration boards as they arise.

- To be representative of the management of the public health sector, the social care sector or both sectors.
- To be representative of the management of a voluntary or private sector organisation concerned with health or social care.
- To be representative of the interests of the general public.
- In the case of the Council persons who have such qualifications, interests and experience as, in the opinion of the Minister, would be of value to the Council in performing its functions.

All candidates must demonstrate knowledge or experience, at an appropriately senior level, of one or more of the following:

- Corporate governance
- Regulatory Law
- Financial management
- Risk management
- Change management
- Strategy development
- Regulation knowledge/experience
- Irish healthcare system knowledge/experience

The following are also considered desirable:

- Previous experience of board membership
- Evidence of an ability to work with others and build consensus with a broad range of stakeholders
- Legal or financial expertise

In considering applications due regard will be given to Government policy on gender balance on State Boards.

On foot of this campaign successful candidates will be placed on a list to be retained by the Department for a period of up to one year.

With reference to your application please state if you are registered on or eligible for registration on any professional register under the Health and Social Care Professional Act, 2005.

Please give careful consideration to the possibility of any legal impediment or 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.

5. Term of Appointment

- Members of Council and registration board hold office for a term of up to 4 years from the date of their formal appointment. No person may hold office as a member of Council/registration board for more than 2 consecutive terms.
- The membership of any member of the Council/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 Council/Board may resign his or her membership of the Council/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 Council/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 Council/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 and Reform's [Code of Practice for the Governance of State Bodies](#).
- A Council/Board member shall cease to be a member of the Council/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.

6. 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 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.

Your submission should be made via the following link www.stateboards.ie together with your **Curriculum Vitae, Cover Letter** and **Expressions of Interest Form** (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 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. 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.

7. 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 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.

8. 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.

9. 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. Unless you request the withdrawal of your application such data may be used in considering your

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

suitability for other similar vacancies/roles that arise for a period of up to one year change for the Boards/Council.

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.
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, Cover Letter and Expressions of Interest Form 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/Council. You must also confirm that you can make yourself available to attend meetings and to carry out the duties of a Board/Council member.