



Appointment as Chairperson and Member to the Board of Port of Cork Company

Closing Date: 15:00 on Tuesday 18th of May 2021

**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. PAS also has responsibility for providing 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 and Member to the Board of Port of Cork Company

- Location:** Ringaskiddy Tivoli, Co. Cork. In the current COVID-19 19 Pandemic all meetings are held remotely. The Company is currently moving out of the Custom House in Cork City and therefore Board meetings may be held in a local hotel temporarily.
- Number of Vacancies:** 2 (Chairperson and Director)
- Remuneration:** Chairperson: €21,600. Director: €12,600.
(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). Travel and subsistence are payable at the appropriate Civil Service rate.
- Time Requirements:**
- Chairperson**
Approximately 40 Hours per annum on attendance at Board meetings plus 22 hours preparation time. The Chairperson sits on the remuneration and the Strategy sub Committees. 10 hours for attendance at sub-Committees.
- Director**
12 half day meetings per annum. There are 2 additional sub committees which directors may serve on. These committees meet approx. 2-4 times per year.

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. Background

Port of Cork Company was established under the Harbours Act 1996 and is the third largest port in the State in terms of total tonnage handled and the second largest in terms of turnover (after Dublin). The port handles all cargo types including roll on roll off, bulk products, lift on and lift off. Traffic at Whitegate Oil Refinery is the main driver of throughput in the port accounting for 55% of overall tonnage and 28% approx. of port revenues.

In 2019 the port handled just over 8.7 million tonnes in throughput and generated turnover €37.6m. The company posted a profit after tax of € 6.04million. The company currently employs 151 people.

National Ports Policy designates the Port of Cork Company as a Port of National Significance (Tier 1) and the continued commercial development of the Company is a key strategic objective of National Ports Policy.

The Port of Cork has commenced a major redevelopment in Ringaskiddy. The development is estimated to cost €86 million in the period 2017 – 2021. Phase One of the development at Ringaskiddy will see the port relocate its container business from the current city centre Tivoli location to a new facility at Ringaskiddy.

At a European level, the port is included within the new TEN-T Regulation as a 'core' port on the North Sea Mediterranean Corridor. In line with this designation the port has secured funding under the Ten -T and the Connecting Europe Facility grant aid schemes for its Ringaskiddy developments.

2. Functions of the Board

The Board and Chairperson of the Port of Cork Company (POC) are appointed by the Minister for Transport with the consent of the Minister for Public Expenditure and Reform. The Board consists of up to eight members in total including the Chairperson and CEO, and has three sub-committees (an Audit and Risk Committee, Remuneration Committee and a Strategy Committee).

The purpose of the Board of Directors is:

- to act as custodians for, and to maximise the value of, POC assets;
- to direct strategy and operations;
- to act in the best interests of POC and its stakeholders at all times;
- to ensure that good corporate governance is always practiced within POC and to manage risk appropriately.

The following are the main items of the Port of Cork Company's work programme

- The preparation and adoption of a strategic plan
- Oversight of the company's operations
- Oversight of the company's risk management and system of internal control
- Ensuring that the company complies with corporate governance procedures.
- Oversee the appointment of the Chief Executive Officer, Company Secretary and other posts such as solicitors and auditors.
- Oversight of the remuneration of the Chief Executive Officer.
- Review and oversight of the procurement of goods and services and contracts.
- Review and approve the acquisition and disposal of assets
- Oversight of the financial practices within the company including the approval of the annual budget, changes to accounting policies and practices.

The current membership of the Board:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Barry Synnott	08/01/2019		07/01/2022	Board Member	PAS Process
David Browne	11/10/2017		10/10/2022	Board Member	Employee Representative
Eoin McGettigan	05/10/2020			Board Member	CEO/Ex officio
Gillian Keating	14/10/2020		13/10/2025	Board Member	Ministerial appointment following PAS Process
Noel Cregan	24/07/2012	26/02/2021	25/02/2022	Board Member	Ministerial re appointment
Philip Smith	16/01/2018	26/02/2021	25/02/2026	Board Member	Ministerial re appointment
Vacancy			29/01/2020	Board Member	
Vacancy			26/02/2021	Chairperson	

3. Person Specification

The Minister for Transport invites applications from suitably qualified candidates to fill two vacancies on the Port of Cork Company.

Candidates must not have any conflicts of interest likely to interfere with his/her ability to assume the role of a Board member.

Chairperson:

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 must :

- In the context of the expectations of the State acting in its role as shareholder, possess the leadership experience required to ensure that the Board guides, challenges and supports the CEO and Port of Cork management whilst also holding them to account;
- Play a central role in the direction, leadership and corporate governance at the Port of Cork;
- Develop a positive relationship with the CEO to facilitate the conduct of good governance;
- Maintain and grow constructive relationships with stakeholders.

Expressions of interest are now invited from applicants who consider they possess the skills and experience necessary to chair the Board. Specifically, candidates must demonstrate in their application, evidence of:-

- A successful career history at an appropriately senior level in a large complex organisation/company, ideally in the commercial business sector;
- Significant strategic leadership experience with a proven track record of organisational management and improvement;
- Significant Board level experience with confidence and resilience to lead the Board of a complex organisation;
- Excellent communication skills and the ability to develop and maintain relationships with all relevant stakeholders.

Desirable:

- Possess the leadership experience required to ensure that the Board guides,
- Proven ability to critically analyse information and constructively challenge (in particular large capital expenditure proposals);
- A demonstrable understanding of good governance practices;
- Knowledge of the maritime sector in particular shipping logistics and maritime

- marketing is also desirable;
- Knowledge of planning and development; including provision of housing and infrastructure on former brownfield sites; and
- A background in Renewable Energy development and energy infrastructure construction.

Director

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:

- Significant senior level Human Resources experience particularly in the area of staff negotiations.
- Knowledge of Irish Employment Law and familiarity with current HR trends and practices.

Desirable:

- Experience of working and communicating to all levels of organisations,
- Experience of delivering on long term strategic goals within organisations,
- exposure in a unionised work environment,
- A relevant professional qualification.

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 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.

The Minister shall have regard to the desirability for gender balance, diversity and inclusion on the Board as the Minister considers appropriate and determines from time to time when making appointments, in line with the updated Code.

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 up to 3 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 Code of Practice for the Governance of State Bodies 2016 which is available here [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 application - 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.

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/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.

Please Note:

In relation to the Chairperson vacancy, if your application is selected following the PAS assessment process, your personal information including your cv, cover letter and any additional supplementary information supplied as part of the application process is confidentially forwarded to the Department of Transport for a supplementary assessment process. This supplementary process may comprise of a brief, informal meeting with the Minister for Transport and a senior Department official, prior to the Minister's final decision.

In relation to the director vacancy if your application is selected following the PAS assessment process, your personal information including your cv, cover letter and any additional supplementary information supplied as part of the application process is confidentially forwarded to the Department of Transport for a supplementary assessment process. This process will include a meeting with senior officials from that Department in advance of proposals being sent to the Minister for consideration

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.

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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.