

Appointments to the Board of Ordnance Survey Ireland

Closing Date: 15:00 on Wednesday 19th 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. 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 the board of Ordnance Survey Ireland

Location:	Dublin/Virtual
Number of Vacancies:	2
Remuneration:	€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.
Time Requirements:	In the region of 5 days per annum, this includes 7 Board meetings per year, potentially 4 subcommittee meetings and Board training sessions. This does not include any travel time associated with attending meetings in Dublin. 7 meetings p/a, half days.

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

OSi is a State body under the aegis of the Department of Housing, Local Government and Heritage. OSi is a statutory body with a Board established pursuant to the Ordnance Survey Ireland Act 2001. OSi operates in the public interest by creating and maintaining the definitive national mapping and related geographic records of the State.

The principal functions of OSi are set out in Section 4 of the Ordnance Survey Ireland Act 2001:

- To maintain and develop the underlying physical infrastructure which is needed to support mapping applications, including to maintain a national grid and the national geodetic and height frameworks and to link these to international systems;
- To create and maintain for the entire State mapping and related geographic databases which have national consistency of content, currency, style and manner, including those areas which do not provide a commercial return on the activity;
- To provide mapping and related geographic information to the public and private sectors in support of social, economic, legislative, educational, security, business and administrative functions and requirements;
- To encourage and promote the benefits of the use of the national mapping and related databases and the development of products, services and markets to meet national and user needs;
- To advise the Government, a Minister of the Government, a body established by or under statute and other public sector organisations on matters relating to the policy and practice of surveying, mapping and geographic information and on the development of national spatial data infrastructure;

- To represent the State at international level on matters relating to mapping and geographic information;
- To provide the necessary technical support to the Chief Boundary Surveyor in the performance of his or her duties in delimiting statutory boundaries and the delineation of such boundaries on maps;
- To depict place-names and ancient features in the national mapping and related records and databases, including the Irish language equivalent of place-names as advised by An Coimisiún Logainmneacha and declared in place-names orders made under Section 2 of the Place-Names (Irish Forms) Act, 1973;
- To protect the Government copyright on Ordnance Survey Ireland records, databases, products and published material, including copyright on Ordnance Survey Ireland records, databases, products and published material made prior to the establishment day.

OSi's mission – To create, maintain and provide the State's definitive mapping and geospatial information to support citizens, business and policy makers.

OSi's vision – To be the national provider of trusted, maintained geospatial data and platforms to ensure the State's digital geography is easy to find, share and use. This vision is underpinned by the organisation's values which are:

- Honesty and trustworthiness
- Responsibility and accountability
- Commitment and technical expertise
- Enterprise

The Vision is achieved under the following five organisational goals:

- Focused, Efficient and Effective Geospatial Information Production and Management
- Production of Integrated Geospatial Information Systems, Platforms and Services
- Developing Collaboration and Partnerships
- Leadership, Communication and Engagement
- Deliver a highly transparent, accountable, sustainable and skilled organisation

OSI licences its products and services to the public and private sectors.

Tailte Éireann Merger

As part of the Public Service Reform Programme, a Government decision was made on 31 October 2012 to proceed with a merger of Ordnance Survey Ireland, the Valuation Office and the Property Registration Authority. These three statute bodies are to merge to form Tailte Éireann, and work is underway on this important project.

2. Functions of the Board

The OSi Board's role is to provide leadership and direction to OSi and to operate the business of OSi within a framework of compliance with the Ordnance Survey Ireland Act 2001 ("the 2001 Act") and the Code of Practice.

The operation of Board business and the Board's role and responsibilities are set out in the OSi Board Standing Orders and Board Terms of Reference respectively and the matters reserved for Board decision are listed in the Board's Schedule of Matters. These documents take account of the relevant provisions from the Code of Practice as well as the relevant provisions from the 2001 Act.

The duties as set out in the Terms of Reference include:

- The Board shall delegate operational responsibility for the day-to-day running of OSi to the Chief executive and the management team;
- Monitoring of performance – the Board shall receive regular reports from OSi's management team and Board sub-committees;
- The Board shall advise and support the Chairperson, Chief executive and management;
- The Board shall satisfy themselves that financial controls and systems of risk management are robust and defensible;
- The Board shall keep itself up to date and fully informed about strategic issues and changes affecting OSi and the environment in which it operates;
- The Board shall ensure that on appointment to the Board, non-executive Board members receive a formal letter of appointment setting out clearly what is expected of them in terms of time commitment, committee service and involvement outside Board meetings;
- The Board may, from time to time, establish such committees of the Board as are necessary to assist it in the performance of its duties. They may include members who are not members of the Board if specialist skills are required. Where a committee is put in place: -
 - the terms of reference shall be specified in writing and approved by the Board and reviewed annually;
 - the Board, on the nomination of the Chairperson, shall appoint its members;
 - the Board shall receive regular reports from the committee;
 - all protocols concerning the operation of the Board shall be applied to a committee;
 - minutes of committee meetings shall be circulated to all Board members;
- The Board shall review the results of the Board performance evaluation process that relates to the composition of the Board and corporate governance generally;
- The Board shall keep under review corporate governance developments (including ethics related matters) that might affect the State body, with the aim of ensuring that the State body's corporate governance policies and practices continue to be in line with best practice;
- The Board shall ensure that the principles and provisions set out in the Code of Practice for the Governance of State Bodies (and any other corporate governance codes that apply to the State body) are adhered to.

Furthermore, the Board should:

- Ensure the Chairperson keeps the Minister of the Department of Housing, Local Government and Heritage informed of matters arising in respect of the body.

- At least once a year, review its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness and implement any changes it considers necessary;
- Meet not less frequently than once in every period of three calendar months. However, the Board may hold such and so many meetings as may be necessary for the performance of its functions. There is an expectation of 100% Board attendance for all Board members.

Currently, there are three sub-committees to the Board of OSi, namely, the Audit and Risk Committee, the Capital Expenditure Committee and the Remuneration and Superannuation Committee. All sub-committees should have Terms of Reference in place.

OSi Audit and Risk Committee

The OSi Audit and Risk Committee was established by Board decision. It support the Board in its responsibilities around the issues of risk, internal control, and governance by reviewing the comprehensiveness of assurances provided to the Board and reviewing the reliability and integrity of these assurances. The Committee is appointed by the OSi Board from amongst the Board members and consists of not less than 3 independent non-executive Board members. A quorum is 2 members. The Chairperson of the Audit and Risk Committee shall be appointed by the Board.

The Chairperson of the Board may attend Audit and Risk Committee meetings and be a member of but not chair the Audit and Risk Committee. The Audit and Risk Committee report to the Board by way of oral update and provision of copies of meeting minutes. The Audit and Risk Committee also produces an annual report presented by the Chairperson of the Committee to the Board. The annual report presents its opinion on the adequacy of risk management and internal control systems, and the adequacy of sources of assurance to the Board. Meetings shall be held no less than four times a year. The External Auditor may request a meeting if they consider that one is necessary. More information about the Audit and Risk Committee is included in the Committee's Terms of Reference.

OSi Capital Expenditure Committee

The Capital Expenditure Committee was established to evaluate any proposed capital projects where the expenditure either will, or is likely to, exceed €250,000.

OSi Remuneration and Superannuation Committee

The Remuneration and Superannuation Committee was set up by the Board to review the performance of the CEO.

Current composition of the Board:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Enda Howley (Dr.)	22/05/2012	22/05/2017	21/05/2022	Board Member	
Justin Gleeson	22/05/2012	22/05/2017	21/05/2022	Board Member	
Marion Coy	22/05/2012	22/05/2017	21/05/2022	Board Member	

Noel Ward	21/12/2012	21/12/2017	20/12/2022	Board Member	
Oliver Hickey	19/06/2012	19/06/2017	18/06/2022	Board Member	
Padraic Jordan	22/05/2012	22/05/2017	21/05/2022	Board Member	
Ronan O'Reilly	22/05/2012	22/05/2017	21/05/2022	Chair	
Sandra Ryan (Dr.)	22/05/2012	22/05/2017	21/05/2022	Board Member	

3. Person Specification

The Minister for Housing, Local Government and Heritage invites applications from suitably qualified candidates to fill two vacancies on the Ordnance Survey Ireland Board.

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 Criteria:

Candidates must demonstrate in their application evidence of extensive experience in one of the following areas:

- Extensive experience in Corporate Governance and Compliance within a public sector body or Government Department, with experience in Financial Management and Accounting.
- Sectoral knowledge and experience in the areas of geospatial data management and/or geospatial information systems.

Desirable:

- Experience of Board Membership

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.

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 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

Appointments to the Board will be for a period of 5 years or until the establishment of Tailte Éireann, whichever is sooner, 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 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.

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.

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.
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 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.