

Appointment as Chairperson of St James Hospital Board

Closing Date: 15:00 on 30th of September 2021

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

Telephone Number: 353 1 858 7441

Email: info@stateboards.ie

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 of St James Hospital Board

Location:	Meetings will be in Dublin.
Number of Vacancies:	1
Remuneration:	N/A . T&S
Time Requirements:	Monthly half day board meetings and an estimated additional time commitment of half a day a month.

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

St James's Hospital is Ireland's largest acute academic teaching hospital and is based in Dublin's south inner city. The fundamental purpose of St James's Hospital is the delivery of health treatment, care and diagnosis as well as health promotion and preventative services at local, regional and national levels. The hospital's academic partner is Trinity College Dublin. The hospital is recognised as prioritising innovation and excellence of delivery. It provides acute, emergency, specialist services and residential care, across a vast range of medical and surgical specialties and place high emphasis on excellence of delivery, research, innovation and education.

St James's Hospital is one of eight adult designated national cancer centres in the country. It is the largest in terms of activity encompassing a number of national cancer care services. It is this unique position that has enhanced its collaborative commitment with Trinity College Dublin to develop and evolve a comprehensive Cancer Institute dedicated to improving the care and outcomes of patients with cancer. In 2019, the Trinity St James's Cancer Institute formally received its accreditation from the Organisation of European Cancer Institutes (OECI).

The campus at St James's Hospital is an evolving healthcare campus offering a hub of services designed to meet patients' needs. The hospital has several national centres and institutions on its campus including Trinity College Dublin's Health Sciences Building which incorporates schools of medicine, dentistry, occupational therapy, speech and language, physiotherapy, nursing, radiotherapy, clinical nutrition studies and a Postgraduate Medical Centre.

The Mercer's Institute for Successful Ageing was completed in 2016. The institute, a seven-storey building, provides extensive ambulatory care facilities, wards, research space and a creative life centre which uses music, art and literature to improve the quality of life experienced by older people. St Luke's Radiation Oncology Network and the Welcome Trust/HRB Clinical Research Facility are also situated on the site.

The vision for St James's Hospital into the future is to be a leading healthcare organisation, nationally and internationally, and to improve health outcomes through collaboration and innovation. To achieve this, the hospital will develop clear models of integrated services and

care pathways: strengthening education, research and innovation to support clinical practice and to be an employer of choice in healthcare in Ireland.

The hospital welcomes and looks forward to the future opening of the National Children's Hospital, Phase 2 of the St Luke's Radiation Centre, and the transfer of the Coombe Women and Infants University Hospital facility to the campus.

2. Functions of the Board

The Board is responsible for ensuring good governance and performs this task by setting strategic objectives and targets and taking strategic decisions on all key business issues. The regular day to day management, control and direction of St James's Hospital are the responsibility of the Chief Executive Officer (CEO) and the senior management team. The CEO and senior management must follow the broad strategic direction set by the Board, and must ensure that all Board members have a clear understanding of the key activities and decisions related to the entity, and of any significant risks likely to arise. The CEO acts as a direct liaison between the Board and management of St James's Hospital.

Article 4 of SI 187/1971: St James's Hospital Board (Establishment) Order 1971 sets out the Board's functions as follows:

- 1) to conduct, maintain, manage and develop at the hospital heretofore known as St. Kevin's Hospital, Dublin, such hospital services as may, from time to time, be approved by the Minister.
- 2) to provide such facilities for the teaching of medical, nursing and para-medical students and for the conduct of medical research as may from time to time be determined by the Minister after consultation with the Board.
- 3) to provide such other services and facilities, as may, from time to time, be approved by the Minister, after consultation with the Board.

Further information can be found at: <http://www.stjames.ie/AboutUs/AnnualReports>

Role of Chairperson

As Chairperson of the St James's Hospital, you will have a key role in the development and implementation of effective corporate and clinical governance structures for the Hospital, along with oversight of the quality and safety of systems of care in place for patients of the Hospital.

You will work with the Board, the Chief Executive and the hospital management team. You will have regular meetings with the CEO and be available to attend formal hospital functions. In particular, your role will encompass the need to ensure that services are managed and developed in line with the National Standards for Safer Better Healthcare.

Other key responsibilities of your role will be to:

- I. Seek assurances from the Executive as to the demonstrable effectiveness of the quality, safety and timeliness of the services delivered and the robustness of the financial, corporate and clinical risk management in the Hospital;

II. Develop collaborative working relationships between the Hospital Board, The Children’s Hospital Group Board and the National Paediatric Hospital Development Board during the construction phase of the new children’s hospital project

III. Guide the Chief Executive and hospital management team in:

- a. Developing the hospital as a leading healthcare organisation, nationally and internationally; improving health outcomes through collaboration and innovation.
- b. Participating as an integral part of the Dublin Midlands Hospital Group
- c. Developing a collaborative working relationship with other hospitals within the Dublin Midlands Hospital Group
- d. Developing collaborative working relationships with a number of legal entities for which St. James’s campus provides a base. (see Appendix 1)
- e. Developing a collaborative working relationship with colleagues in primary, community and social care to deliver a more integrated approach to meet the health needs of the population.

IV. Ensure compliance with Government policy and good governance of the Hospital in accordance with all relevant national policies and standards,;

V. Ensure the Board places the highest value on service to patients;

VI. Ensure the Board and Executive fosters strong and vibrant links with academic partners and encourage an open culture of learning and evidence-based enquiry;

VII. Lead the Board and Executive in creating an environment which will facilitate the recruitment and retention of high quality clinical, consultant, allied health professional, managerial and administrative staff in the Hospital.

Current composition of the Board:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Anne Feeney	11/10/2019		01/08/2024	Board Member	Nominated by Dublin City Council. Appointed by the Minister for Health
Brian Murray	10/03/2014	24/04/2019	23/04/2025	Board Member	Nominated by the Chairman of the Hospital Board. Appointed by the Minister for Health
Catherine Mullarkey	14/05/2019		13/05/2025	Board Member	Nominated and appointed by the

					Minister for Health following PAS Process
Charles Normand	30/04/2013	27/09/2019	26/09/2025	Board Member	Nominated by University of Dublin; Appointed by the Minister for Health
Garry Burke	01/07/2020		27/03/2025	Board Member	Nominated by the Chairman of the Hospital Board. Appointed by the Minister for Health
Hilary Coates	17/12/2019		16/12/2025	Board Member	Nominated by the Chairman of the Hospital Board. Appointed by the Minister for Health
Juliette Hussey	27/09/2019		26/09/2025	Board Member	Nominated by University of Dublin; Appointed by the Minister for Health
Lionel Alexander	29/06/2021		29/08/2025	Board Member	Nominated by the Chairperson of the Hospital Board. Appointed by the Minister for Health
Michael Gleeson	30/04/2013	14/05/2019	13/05/2025	Board Member	Nominated by St. James's Hospital Foundation. Appointed by the Minister for Health
Máire Devine	25/11/2020		01/08/2024	Board Member	Nominated by Dublin City Council. Appointed by the Minister for Health

3. Person Specification

The Minister for Health invites expressions of interest from suitably qualified and experienced persons interested in being appointed as Chairperson on the Board of St James's Hospital.

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

Essential:

All candidates for this role **must** be able to demonstrate that they meet the following essential criteria:

The Chairperson should have proven ability demonstrated by significant relevant experience at a senior level in at least two of the following:

- Governance;
- Planning and Change Management;
- Irish and International Healthcare Systems.

In addition, the Chairperson must also have:

- Leadership experience at a senior level which demonstrates the ability to chair a Board which is engaged in complex change.
- Appropriate experience to ensure that the Board guides, challenges and supports the CEO and Executive management team to deliver major change whilst holding them to account in doing so;
- Broad board experience, including significant experience as a Board Member in a large complex organisation.

Desirable:

- Highly developed oral, written, presentation and leadership skills, with the ability to develop, communicate and gain ownership for a clear vision and direction;
- Experience in chairing Boards of Directors or Board Sub-committees.

The Chairperson will be expected to devote sufficient time to duties of the Board for the proper and efficient discharge of his/her duties, and to comply with the relevant provisions of the Code of Practice for the Governance of State Bodies.

It should also be noted that the Chairperson, on appointment, assumes ethical responsibility for the proper conduct of the Hospital's affairs, undertakes to hold information obtained in their role as Chairperson confidential and undertakes to act in accordance with public policy and the highest standards of probity.

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.

Note: In line with good governance principles, the governance recommendations in the HIQA Tallaght Investigation Report (www.hiqa.ie/system/files/Tallaght-Investigation-Recommendations.pdf) and the HIQA Halappanavar Report, current staff members of St James' Hospital will not be appointed as Chairperson of the Board.

3. Term of Appointment

- Appointment to the Board will be for six years or at the end of such period not exceeding six years as may be determined by the Minister when appointing him/her.
- A member shall cease to be a member of the Board on his being requested by the Minister to resign, following a request to the Minister to exercise this function—
 - a. by the body or person by whom the said member was nominated, or
 - b. contained in a resolution passed by a majority of the Board of at least two-thirds of the members of the Board.
- A member of the Board may resign his/her membership by giving notice in writing signed by him/her to the Chairperson who shall inform the Minister accordingly
- 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](#).

4. 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.

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
 - 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.

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.

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.