

Appointment to the Board of Sustainable Energy Authority of Ireland

Closing Date: Midnight on Thursday, 12th February 2015

**State Boards Division
Public Appointments Service
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State Boards.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 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 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.

1. **Entity:** SEAI (Sustainable Energy Authority of Ireland)
2. **Location:** Meetings will be in Dublin.
3. **Number of Vacancies:** 8 (4 current, 4 in May)
4. **Remuneration:** €7,695 member, €11,970 Chair
5. **Time Requirements:** 10-11 meetings per annum

1. Background

The Sustainable Energy Authority of Ireland (SEAI) is the statutory authority set up under the Sustainable Energy Act 2002 to promote and assist the development of sustainable energy across all sectors of the economy. Its statutory functions are principally set out in Section 6 of the Act in addition to a number of pieces of secondary legislation transposing certain EU Energy Directives and Regulations. SEAI plays a critical role in policy support and evaluation through its energy modelling group and Energy Policy Statistical Support Unit. It administers a number of significant grant schemes (principally energy efficiency) on behalf of the Department. The Department also funds a number of research programmes through SEAI.

For further information on SEAI visit www.seai.ie.

2. Functions of the Board

The Board is responsible for setting the broad strategy and policies for the organisation. It is responsible for the system of internal financial control and for putting in place processes and procedures for ensuring that the system is effective. It performs these functions directly and through the operation of specific Board Committees in accordance with approved Terms of Reference. Responsibility for the implementation of policy rests with the executive management of SEAI.

The Board operates in accordance with the provisions set out for the Board of the Authority in the [Sustainable Energy Act 2002](#). In accordance with the provisions of the Act, the [Ethics in Public Office Acts 1995](#) and [2001](#) and the revised [Code of Practice for the Governance of State Bodies](#), SEAI Board members are required to provide an annual Statement of Interests to the Standards in Public Office Commission and the Secretary to the Board. Click on the following links to read the SEAI Annual Report.

http://www.seai.ie/Publications/SEAI_Corporate_Publications_/Annual_Reports/SEAI-Annual-Report-2013.pdf

http://www.seai.ie/Publications/SEAI_Corporate_Publications_/Annual_Reports/SEAI-Annual-Report-2013-Irish.pdf

Section 12 of the Sustainable Energy Act deals with meetings and procedures of the board and section 13 permits the board to establish committees.

3. Legislative Requirement

The Minister for Communications Energy and Natural Resources, with the consent of the Minister for Public Expenditure and Reform appoints members to the board of SEAI subject to section 10 of the Sustainable Energy Act. He is also required by section 11 of the Act to designate one member of the Board (other than the Chief Executive) as chairperson for a period not greater than 5 years.

Regarding the vacancy at chairperson, the Minister intends to designate a member of the board (either an existing or newly appointed member) as chairperson. A person who is proposed by the Minister for appointment as Chairperson of SEAI will be required to make himself/herself available to the Oireachtas Committee on Transport and Communications to discuss the approach which he/she will take to his/her role as chairperson and his/her views about the future contribution of SEAI and, following that discussion, the Committee to confirm the nominee as chairperson.

The Sustainable Energy Act provides that each member of the Board shall be a person who, in the opinion of the Minister, has experience and competence in relation to one or more of the following areas:

renewable energy methodologies and technologies; conservation and efficient use of energy; environmental matters; education; engineering; economics; finance; the construction industry; urban development; energy production and supply; motor engineering; legal matters; trade union matters; transport; industry; commerce.

Section 14 of the Act sets out the rules for board members in relation to holding membership of either House of the Oireachtas, being a representative in the European Parliament or holding membership of a local authority.

4. Person Specification

Expressions of interest are invited from applicants who consider they possess the skills and experience necessary in **relation to optimising energy efficiency and renewable energy** to join the Board of SEAI.

Candidates can apply for one or more of the following board roles in **relation to optimising energy efficiency and renewable energy**:

- Board member with experience in *Public Engagement/Marketing/Communications*
- Board member with experience and expertise in *Legal/ Accounting / Governance and Compliance areas*
- Board member with experience *in Strategy Development and Public Affairs*
- Board member with senior level experience of involvement in *Entrepreneurship/ Enterprise / Innovation*
- Board member with technical competencies in the fields of *Technology /Engineering /Construction/Architecture / Research*
- Board member with experience in *Spatial planning and Community Engagement*

The Minister reserves the right to appoint more than one suitable candidate from any specific area of expertise.

In addition, applicants should also indicate in their cover letter if they would be interested in being considered for the role of chairperson and highlight the skills and experience they feel makes them suitable for the role.

5. Term of Appointment

Under the Act, 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 5 years, subject to:

- On 1 May every year, three of the members of the Board (other than the chairperson and the Chief Executive) who have served longest as a member of the Board since last appointed shall retire from the board.
- The membership of any member of the Board may be terminated by the Minister for Communications Energy and Natural Resources 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. **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.**
- 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

6. How to Apply

Applicants are requested to review the self-assessment questionnaire which can be found on www.stateboards.ie, please note that you are not required to submit the questionnaire as part of the application process.

Having considered the overall suitability for membership of a State Board applicants should establish if they consider that they meet the specific appointment criteria set out in Section 4 above.

If you wish to be considered for appointment, you should submit an application via the following link www.stateboards.ie together with a detailed Curriculum Vitae and cover letter. In order to submit your application, please:

- i. Go to www.stateboards.ie.
- ii. On the bar at the top of the page click on "Available Appointments".
- iii. This brings you to a page with all our advertised vacancies, select whichever position would like to apply for (you are welcome to apply for more than one if you wish).
- iv. On the relevant page please click on the button at the bottom of the page saying "apply for this position".
- v. 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 set one up.
- vi. 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.
- vii. 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.
- viii. 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 "submit" at the bottom of the page.
- ix. 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.

7. Appointments Process

A Board Selection Panel (the "Panel") will be convened by PAS to consider and assess the expressions of interest received by the PAS via www.stateboards.ie. The Panel shall:

- review and discuss the expressions of interest received against specific appointment criteria for the role to be agreed by the panel;
- 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;
 - Any other selection method deemed appropriate.
- Arrive at a shortlist of suitable candidates to be sent forward for consideration by the Minister.

If you have any questions regarding the application process please email info@stateboards.ie.

8. Data Protection Acts 1988 & 2003

For further information on Data Protection please follow the [link](#)