

Appointment to the Board of the Marine Institute

Closing Date: Midnight on 24 June 2015

**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.

Entity: Marine Institute

Board Meeting Location: Rinville, Oranmore, Co. Galway

Number of Vacancies: 5

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.).

Time Requirements: 11 meetings per annum

1. Background

The Marine Institute was set up under the Marine Institute Act 1991:

"to undertake, to coordinate, to promote and to assist in marine research and development and to provide such services related to research and development, that in the opinion of the Institute, will promote economic development and create employment and protect the marine environment."

The Marine Institute is the State agency responsible for marine research, technology development and innovation in Ireland. The Institute:

- Provides services related to research and development that promote economic development, create employment and protect the marine environment;
- Carries out environmental, fisheries, and aquaculture surveys and monitoring programmes to meet Ireland's national and international legal requirements;
- Provides scientific and technical advice to Government to help inform policy and to support the sustainable development of Ireland's marine resource;
- Aims to safeguard Ireland's unique marine heritage through research and environmental monitoring;
- Supports the development of Ireland's maritime economy through its research, strategic funding programmes, and national marine research platforms.

The Institute's Vision is to deliver:

"a thriving maritime economy in harmony with the ecosystem and supported by the delivery of excellence in our services."

2. Functions of the Board

The main functions of the board are as follows:

- Approve significant acquisitions, disposals and retirement of assets;
- Approve major investments and capital projects;
- Approve delegated authority levels, treasury policy and risk management policies;
- Approve the terms of major contracts;
- Agree an Internal Audit Annual Plan;
- Review internal audits, risk management, internal controls;
- Review Monthly Financial Statement, Year End Accounts, Audited Accounts;
- Approve expenditure and procurement procedures for expenditure in excess of €50k;
- Review expenditure between €30k-€50k on a monthly basis;

- Approve annual budgets and corporate plans;
- Approve annual reports and accounts;
- Review Strategic Business Plan and performance against KPIs
- Review programme/project/policy areas each month.

3. Person Specification

The Minister for Agriculture, Food and Marine invites applications from qualified candidates for five vacancies on the board of the Marine Institute. Candidates must have demonstrable experience relevant to the work of the Institute in one or more of the following areas:

Shipping

- Operational experience, at management level. in national and/or international shipping is required
- Experience in ship financing or leasing is desirable

Law

- Experience and/or knowledge of Public Administrative Law, European Environmental Law, Marine Law, or Corporate Law is required

Seafood Industry Development

- Management experience of the seafood industry is required
- Experience in a role which requires / indicates familiarity with EU seafood policy and national seafood development issues is desirable

Scientific Research

- Significant experience of commissioning research and/or deciding on research funding is required.
- One or more of the following are desirable:
- International research experience
- Scientific research administration
- In-depth knowledge of national and/or international research policy and funding environment
- Experience in managing significant research programmes

Enterprise Development/Innovation

- Significant experience of enterprise development and/or innovation, is required and can be demonstrated by experience in one or more of the following:

- State role in enterprise development
- Attracting / retaining Foreign Direct Investment
- Indigenous/SME Development
- Company Innovation

For all areas, demonstrated expertise and experience in the following are desirable:

- Senior management
- Corporate governance and compliance
- Accounting / corporate finance
- Project Management
- Risk Management
- Environmental science
- International and/or north-south research and funding opportunities

4. Terms 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:

- 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 2009 which is available on the website of the Department of Finance ([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. How to Apply

If you are interested in this position, please review the self-assessment questionnaire which can be found on www.stateboards.ie. Please note that the 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, applicants should consider whether they meet the specific appointment criteria set out in the 'Person Specification' section above.

If you decide that 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, you should take the following steps:

- 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 you would like to apply for (you are welcome to apply for more than one position if you wish).
- iv. On the relevant page please click on the "apply for this position" button at the bottom of the page
- 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 create one.
- 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" button 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.

6. Appointments Process

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

- review and discuss the expressions of interest received against the specific appointment criteria for the role;
- assess potential appointees 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.
- compile a list of people deemed suitable for appointment which will then be sent forward for consideration by the Minister.

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

7. Data Protection Acts 1988 & 2003

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