



Appointment to the Health Research Board

Closing Date: Midnight on 14 August 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: Health Research Board
Board Meeting Location: Dublin
Number of Vacancies: 3
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: 8 board and 4 committee meetings per annum (each half-day meetings).

1. Background

The Health Research Board (HRB) is the lead agency supporting and funding health research in Ireland. It has a key role in building capacity for research, creating opportunities for researchers, driving translation of discoveries into practice and providing solid evidence to support policy. It also plays a role in health system innovation and economic development.

It also manages five health information systems in the areas of alcohol and drug use, disability and mental health and generates evidence for health policy.

The HRB has approximately 60 staff, an annual budget in excess of €40m and manages a research investment portfolio of €200m. It is funded mainly by the Department of Health and board members are appointed by the Minister for Health.

The aim of the HRB is to improve people's health, patient care and health service delivery by:

- Leading and supporting excellent research by outstanding people within a coherent health research system
- Generating knowledge and promoting its application in policy and practice

and, in doing so, play a key role in health system innovation and economic development.

2. Functions of the Board

The role of the Board of the HRB is to provide leadership, set strategy, ensure that the human and financial resources are utilised to achieve objectives, review management performance, set the HRB's values and standards, ensure that the HRB's obligations to its stakeholders and as a public sector organisation are understood and met.

3. Legislative Provisions

The [Health Research Board \(Establishment\) \(Amendment\) \(No.3\) Order](#), 2007 states that:

5. - (1) The Board shall consist of ten members appointed by the Minister.

(2) The Minister shall appoint members who meet at least one of the following criteria:-

- (a) persons with relevant experience in health research or health information systems;
 - (b) persons serving in a senior health service position and who have relevant experience in health research or health information or of managing such functions;
 - (c) persons with expertise in the use of health research or health information systems for economic development;
 - (d) persons with expertise in the use of health research or health information systems from a patient or client perspective;
 - (e) persons with outstanding reputations for academic achievement or business or civic leadership.
- (3) The Minister shall endeavour to ensure that among the members of the board there is an equitable balance between men and women.

4. Person Specification

The Minister for Health invites applications from suitably qualified candidates in any of the areas listed in the legislative provisions section above but particularly from candidates with significant experience in one or more of the following areas to sit on the Health Research Board:

- a. Persons serving, or having served in a senior health service position and who have relevant experience in health research or health systems management or of managing such functions;**
- b. Persons with a sound knowledge of the international research landscape;**
- c. Persons with outstanding reputations for academic achievement or business or civic leadership.**

Candidates must have at least one but preferably two or more of the following:

- Expertise in corporate governance and/or previous board membership
- Financial expertise (accountancy, audit, corporate finance and/or health economics)
- Legal, risk and regulatory experience (particularly in a health related field)
- Communications and media expertise
- Experience in health research or health information indicated by the commissioning, directing or governance of such research or information
- Expertise in the area of e-health and information technology (including data protection)
- Experience in human resource management

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:

- 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.

Submitting your expression of interest

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, you should consider carefully how your background and experience fits with the specific appointment criteria set out in Section 4 - Person Specification in this booklet.

If you decide that you wish to be considered for appointment, we welcome you submitting your expression of interest via the following link www.stateboards.ie together with your detailed 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 Board 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.

6. Assessment Process

An Assessment 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 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](#)

The Public Appointments Service thanks you for your interest in State Board appointments

APPENDIX 1

Submitting your expression of interest

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 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 the "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.