

Appointment to the Board of The Veterinary Council of Ireland

Closing Date: Midnight on 26th August 2015

**State Boards Division
Public Appointments Service
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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.

The Board of the Veterinary Council of Ireland

Entity: Veterinary Council of Ireland

Board Meeting Location: 53 Lansdowne Road, Ballsbridge, Dublin 4.

Number of Vacancies: 2

Remuneration: € Nil

Time Requirements: 12-15 meetings per annum

Term: Appointments to the Council are for 4 years. However, the term of office for the two persons to be appointed by the Minister following consideration of applications received, will **expire on 31 December 2017** as the current Veterinary Council is in place since 1 January 2014.

1. Background

The Veterinary Council of Ireland is the Statutory Body established under the Veterinary Practice Act 2005.

[The Veterinary Practice Act 2005](#) was enacted in July 2005. The 1st January 2006 was designated as the date for the establishment of the Veterinary Council of Ireland. The [Veterinary Practice \(Amendment\) Act 2012](#) effective from 18 July 2012 amends sections of the Veterinary Practice Act 2005 and provides for related matters.

The Council is made up of 19 members - 9 elected veterinary practitioners, 1 elected veterinary nurse, 5 are appointed following nominations received from Nominating Bodies prescribed in the Act, (i.e. Food Safety Authority, Minister for Education and Skills, National University of Ireland and the National Consumer Agency (formerly Director of Consumer Affairs)) and 4 direct appointees of the Minister for Agriculture, Food and the Marine.

For more information on the Veterinary Council please see their website www.vci.ie.

2. Functions of the Council

- (1) The principal function of the Council is to regulate the practice of veterinary medicine in the State and, unless the Board is established, the practice of veterinary nursing in the State.
- (2) Without prejudice to the generality of *subsection (1)*, the Council shall have the following functions:

- (a) to establish and maintain the Register and the Register of Veterinary Nurses;
 - (b) to establish procedures and criteria for registration including the issue of certificates of registration and renewal of registration;
 - (c) to establish, publish, maintain and review codes of professional conduct for persons registered under *Part 4* or *8*;
 - (d) to specify and keep under review standards and approve programmes of education and further education necessary for the purposes of registration and continued registration under *Part 4* or *8*;
 - (e) to conduct inquiries into and, where appropriate, impose sanctions in relation to the fitness to practise of a person registered under *Part 4* or *8*;
 - (f) to advise the Minister in relation to any matter relating to the functions of the Council that the Council considers appropriate or is specified by the Minister;
 - (g) to promote the practice of veterinary medicine;
 - (h) to make pronouncements, as it sees fit, in relation to issues that affect the veterinary profession;
 - (i) to facilitate the exchange of information between those engaged in the practice of veterinary medicine or veterinary nursing and those who avail of veterinary services;
 - (j) where appropriate, to act as the competent authority for the purposes of—
 - (i) mutual recognition of veterinary qualifications obtained in or recognised by Member States,
 - (ii) all matters referred to in the Directives referred to in *section 43*;
 - (k) to borrow money in accordance with *section 31*;
 - (l) to specify and keep under review standards of veterinary premises;
 - (m) to enter into agreements in relation to the following matters with bodies in other states that are duly authorised to exercise functions in those states that correspond to the functions of the Council:
 - (i) recognition by the Council, for the purposes of registration under *Part 4* or *8*, of diplomas, degrees and other evidence of formal qualifications to practise veterinary medicine awarded in those states;
 - (ii) recognition by such bodies, for the purposes of authorisation of the practice of veterinary medicine in those states, of diplomas, degrees or other evidence of formal qualifications to practise veterinary medicine awarded in the State;
- and
- (n) to carry out investigations under *Part 10*.

3. Person Specification

Expressions of interest are invited from members of the public who consider that they possess significant experience in one or more of the following:

- (a) Legal experience in the regulatory or professional disciplinary spheres;
- (b) Corporate governance experience at senior management and/or board level;
- (c) Regulatory experience in a statutory regulated environment, preferably related to a profession;
- (d) Senior management experience in a commercial organisation dealing directly with consumers;
- (e) Experience in finance management/ risk management and/or strategic development is desirable.

Applicants for both voluntary positions should be able to demonstrate:

- a commitment to public service and to acting with integrity
- the ability to develop and implement an organisational strategy
- the ability to communicate clearly and express ideas convincingly
- the ability to collaborate and to respect differing viewpoints

It is not necessary for applicants who meet the above criteria to have any previous direct contact with the veterinary professions, either as a supplier or user.

In order to bring a broader perspective to the Council, it is preferable that neither appointee is a veterinary practitioner or a veterinary nurse.

4. Term of Appointment

Under the Act, appointments to the Council are for 4 years. However, the term of office for the two persons to be appointed by the Minister following consideration of applications received, will expire on 31 December 2017 as the current Veterinary Council is in place since 1 January 2014.

- A member of the Council, may resign his or her membership of the Council by notice in writing to the President of the Council and the resignation shall take effect on receipt of the notice by the President of the Council.
- Members of the Council shall not be appointed to serve more than 2 consecutive terms of office.
- The roles and responsibilities of Council Members are described in Section 13 of the Veterinary Practice Act 2005.
- Under Section 28 of the Act, a Council member shall cease to be a member of the Council if he or she:

- (a) is nominated as a member of Seanad Eireann,

- (b) is elected as a member of either House of the Oireachtas or the European Parliament, or
- (c) is regarded pursuant to Part XIII of the Second Schedule to the European Parliament Elections Act 1997, as having been elected to the European Parliament to fill a vacancy.

5. 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 3 - 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.