



Appointments to the Board of the Road Safety Authority

Closing Date: Midnight on 16th March 2016

**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.

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](#) 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.

Appointments to the Board of the Road Safety Authority

Location:	Dublin
Number of Vacancies:	3
Remuneration:	€7,695 per annum. (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:	10 half-day meetings per annum. Additional attendance at quarterly sub-committee meetings, including the Audit committee, may be required.

1. Background

The Road Safety Authority (RSA) was established on 1 September 2006 as a statutory organisation created by the [Road Safety Authority Act, 2006](#). Following the 2006 Act, functions previously undertaken by the Department of Transport, the National Roads Authority and the National Safety Council were transferred to the RSA. The aim of the RSA is to save lives and prevent injuries by reducing the number and severity of collisions on the road. The functions of the RSA as set out in the Road Safety Authority Act 2006 include: driver testing vehicle standards and certain enforcement functions, road safety promotion, driver education and road safety research.

In 2011 the Authority was assigned responsibility for the Commercial Vehicle Roadworthiness Function from Local Authorities. The [Road Safety Authority \(Commercial Vehicle Road Worthiness\) Act 2012](#) was signed into law on 30th May 2012. This act facilitated the functions of Local Authorities in relation to the roadworthiness testing of commercial vehicles (light and heavy commercial vehicles and buses) transferring to the RSA. For the first time in Ireland, there was one agency established with responsibility for the overall regulation, control and authorisation of the commercial vehicle testing regime in the State with the functions of the Local Authorities in relation to commercial vehicle testing being assumed by the Authority.

In 2012, Regional Safety Officers from the Local Authorities were transferred to the Authority as the role carried out by the Local Authorities was transferred to the Authority. In January 2013, the Authority became the National Driver Licensing Authority. Up to this point, the responsibility for the issuing of licences rested with Local Authorities through the network of Motor Taxation Offices (MTO). The National Driver Licence Service or NDLS, is the name given to the new, dedicated service which receives and processes applications for learner

permits and driver licences. The RSA is now responsible for the operation of this service and the management of large contracts with three different outsourced service providers.

As such, the Authority has a road safety mandate and a large public service delivery mandate. The Authority is an organisation that has grown in size and commercial complexity since its inception and the Authority is now seeking three new board members that will bring certain skills and competencies to address the increasing complexity in the Authority's structure.

2. Functions of the Board

- Corporate governance and oversight of the work of the Authority and its executive
- Provide leadership and define the medium and long term strategy and strategic goals of the RSA
- Provide governance and oversight on the Authority's road safety mandate and its suite of public services
- Oversight over the Authority's revenue, expenditure, and legal and regulatory compliance
- Approval of major investments and capital projects

The board of the Authority has been in place since the Authority was established in September 2006. The board membership was reconfigured in 2011 and in 2013, a new chairperson was appointed upon the expiry of the previous chairperson's term of office.

Currently the composition of the board includes a Chairperson and eight ordinary members. Section 14 (3) of the Road Safety Authority Act states that the board shall consist of a chairperson and not less than 6 and not more than 11 ordinary members.

The current composition of the Board is:

Name	First Appointed	Expiry Date	Position type
Liz O'Donnell	29/10/2014	28/10/2019	Chairperson
Aideen Carberry	09/09/2013	08/09/2017	Board Member
Aileen O'Toole	31/10/2014	30/10/2019	Board Member
Aine Carroll	14/09/2011	13/09/2016	Board Member
Edward Rock	14/09/2011	13/09/2016	Board Member
John Lumsden	31/10/2014	30/10/2019	Board Member
John Mulvihill	14/10/2013	13/10/2017	Board Member
Ronan Melvin	14/09/2011	13/09/2016	Board Member
Sean Finan	14/09/2011	13/09/2016	Board Member

3. Person Specification

The Minister for Transport, Tourism and Sport invites applications from candidates to fill the three vacant positions and to bring new skills and competencies to the board. This will complement the existing skill mix of the board. In this context, it has been determined that one of the skills gaps on the Board is for a person with expertise in procurement. Consequently **preference will be given to candidates who, in addition to meeting the**

requirements under one of the profiles, have significant professional experience in managing procurement processes, especially in the public sector.

Section 14 (4) of the Road Safety Authority Act states that:

Each member of the Board shall be a person who in the opinion of the Minister has wide experience and competence in relation to roads, road safety, transport, driver education and examination, industrial and commercial matters, local government, the organisation of workers or administration.

Candidates are welcome to apply under one or more of the following profiles:

a. Financial Management

Candidates must be entitled to hold, or have held membership of a recognised professional accountancy body and have significant relevant experience, for example at board or senior executive level in a large complex organisation. They must also demonstrate evidence of expertise under two or more of the following:

- extensive experience of financial control and reporting,
- audit,
- commercial management of outsourced services,
- business planning and analysis,
- the management of financial risk,
- corporate governance.

b. Legal Expertise

Candidates must be qualified solicitors or barristers with a minimum of 10 years post qualification professional experience and current membership of the relevant professional body or be former practitioners. Candidates must also demonstrate that they have extensive experience of two or more of the following:

- contract management,
- negotiation and mediation,
- data protection,
- fraud,
- corporate governance,
- employment law.

c. ICT/Information Management Expert

Due to the increased public service delivery remit of the Authority and the increasing ICT complexity, there is a requirement to have a board member who is a qualified ICT professional with a relevant ICT qualification and extensive management experience across a number of ICT areas, preferably including dealing with user interface issues. In addition, candidates must also demonstrate that they have two or more of the following:

- large scale ICT strategy development and implementation,
- large scale ICT change management programmes,
- social media,
- information provision strategies,
- website, portal and mobile application development using latest technologies,
- CRM implementation,

- data protection,
- information security,
- analytics.

For all applicants it is also desirable that they have previous board experience and/or corporate governance expertise preferably including a recognised qualification in the area.

4. 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.

5. Submitting your Expression of Interest

Before submitting your expression of interest, please review the self-assessment questionnaire which can be found [here](#). This 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 the Person Specification section in this booklet. Please give careful consideration to the possibility of any potential conflict of interest that may arise if appointed to this board.

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 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.

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

6. Assessment Process

An Assessment Panel (the "Panel") will be convened by PAS to consider and assess the expressions of interest 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 suitable candidates to be sent forward for consideration by the Minister.

7. 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.

8. Data Protection Acts 1988 & 2003

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

APPENDIX 1

Submitting your expression of interest

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.