



**Roinn Cumarsáide, Gníomhaithe  
ar son na hAeráide & Comhshaoil**  
Department of Communications,  
Climate Action & Environment

The Department of Communications, Climate Action and Environment intends to hold a competition for the purpose of recommending a person as

Chairperson, An Post GeoDirectory

Closing Date: 3pm on Monday 10<sup>th</sup> October, 2016

Chairperson, An Post GeoDirectory (APG)

APG was jointly set up by An Post and OSi and both organisations appoint two members to the Board. The fifth member and Chairman of the Board is appointed by the Minister for Communications, Climate Action and Environment. The Board holds four scheduled board meetings each year with further board meetings as required. The General Manager of APG reports to the Chairperson and the Board.

The Minister for Communications, Climate Action and Environment is seeking to appoint a suitably qualified candidate to the position of Chairperson to An Post GeoDirectory. Given the structure of the market and commercial challenges facing APG, the Chairperson should have significant experience at a senior level position clearly demonstrating the following:

- Experience in competition law and economic analysis;
- Extensive Commercial experience at a senior level in comparable industries such as (non – exhaustive list): ecommerce; geospatial; ICT and retail;
- Proven ability to critically analyse information and constructively challenge;
- A strong sense of ethics and integrity;
- Strong stakeholder management skills; and
- Excellent communication skills.

Employing Department/Authority		Department of Communications, Climate Action and Environment
Location	-	Dublin
Employing Department/Authority Website		<a href="http://www.dccae.ie">www.dccae.ie</a>
Additional Information		Please note the closing time/date for receipt of completed applications is 3.00pm on Monday 10 <sup>th</sup> November, 2016.
Required Qualifications		For further information please see information booklet.
Advertising Date		19/09/2016
Closing Date for Applications		10/10/2016

### **Background:**

An Post GeoDirectory Limited (APG) has provided a geocoded points buildings database to the market for over sixteen years. APG supplies many of Ireland's blue chip companies in the insurance, banking, utility, telecommunications and State sectors. APG trades internationally primarily through its partner network. More recently APG data is being used in the Eircode address file database.

APG was jointly set up by An Post and OSi and both organisations appoint two members to the Board. The fifth member and Chairman of the Board is appointed by the Minister for Communications, Climate Action and Environment. The Board holds four scheduled board meetings each year with further board meetings as required. The General Manager of APG reports to the Chairperson and the Board.

APG is seeking to diversify its services to provide further value-adding services. A recent example is the development of its new ecommerce on line address matching service AddressFix.ie which is aimed at helping business realise and grow the value of their data. APG has also expanded its digital footprint with its award-winning App GeoFindIT, and its social media presence including Twitter, LinkedIn and Blogs.

An Post provides legal, financial and company secretarial services to APG.

## **The Chairperson:**

- Chairs the Board and Shareholder meetings;
- Ensures effective communications and serves as the company's primary representative to key stakeholder groups including the Minister and the Department of Communications, Climate Action and Environment;
- Leads the Board's review of its composition, specific skills required, performance and effectiveness having ensured that there is an effective process in place to assess the performance of the Board;
- Ensures with the Board that effective risk management systems are in place, risk management is a standing item on the Board agenda and regularly reviews the risk register from management;
- Ensures appropriate succession planning for the General Manager;
- Ensures the company furnishes a strategic plan, annual business plan, budget and financial statements to the Board and Shareholders;
- Ensures all Directors have access to accurate, timely and clear information to enable sound decision-making by the Board;
- Supports Government policy in the postal sector; including the continued development of the National Postcode system;
- Leads performance evaluation for both the Board and General Manager;
- Determines the Board agenda;
- Ensuring that the expectations of the Minister for Communications, Climate Action and Environment are fully met;
- Maintain compliance with the *Code of Practice for the Governance of State Bodies (2016)* and the Shareholders Agreement;
- Reports to the Shareholders regarding the system of internal controls of the company; and
- Foster an environment conducive to constructive debate, openness and effective decision-making by the Board.

**Key Competencies:**

Given the structure of the market and commercial challenges facing APG, the Chairperson should have significant experience at a senior level position clearly demonstrating the following:

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**Remuneration :**

Maximum threshold for fees payable is €8,978 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 provided for under statute, for example appointment of Worker Directors.)

**Term of Appointment :**

An initial three years and a retiring Chairperson shall be eligible for re-appointment.

**How to Apply :**

Applications must be made by submitting a Curriculum Vitae and short cover letter or a personal statement to [ChairpersonAPG@dccae.gov.ie](mailto:ChairpersonAPG@dccae.gov.ie)

**Selection Process:**

An assessment panel will:

- review applications received
- prepare a shortlist of candidates
- interview shortlisted candidates
- check references
- arrive at a further shortlist of suitable candidates to be sent forward for consideration by the Minister.

The Department will not be responsible for any expenses incurred by candidates as part of our selection process

**Closing Date: 3pm on Monday 10<sup>th</sup> October 2016**

**Please Note**

We acknowledge receipt of all applications. If you do not receive an acknowledgement within 3 days of applying, please email [aisling.nibhradaigh@dccae.gov.ie](mailto:aisling.nibhradaigh@dccae.gov.ie). We endeavour to give as much notice as possible for interview dates etc., candidates should make themselves available on the date(s) specified.