

Appointments to the Board of the Marine Institute

Closing Date: 15:00 on 30th October 2017

**State Boards Division
Public Appointments Service
Chapter House, 26 – 30 Abbey Street Upper, Dublin 1**

Telephone Number: 353 1 858 7441

Email: info@stateboards.ie

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 2016](#) (the Code) 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 Marine Institute

| | |
|-----------------------------|--|
| Location: | Galway |
| Number of Vacancies: | 4 * |
| 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. Meetings generally take place from 10.00am – 1.00pm (3 hours) and it is anticipated that Board members would allocate a minimum of a 1 day per month for preparation for the Board meeting. This excludes any time required for work associated with additional meetings or sub-group work. |

* Candidates should be aware that a total of 4 appointments will be made to the board of the Marine Institute as a result of this process. One existing vacancy will be filled immediately and a second vacancy will be filled by December 2017. A further 2 appointments will be made to fill vacancies due to arise in February & April 2018 respectively.

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 include the preparation and adoption of a strategic business plan to set appropriate objectives and goals, and identify relevant indicators and targets against which performance can be clearly measured. The Board produces the Annual Report and Financial Statements, which can be found [here](#).

The Board is also involved in treasury policy and risk management policies, general tendering and purchasing procedures, the review of effectiveness of System of Internal Control, the approval of Annual Budgets and corporate plans, approving terms of major contracts, appointments of staff, investments and capital projects, protected disclosure oversight, disaster contingency plans, assessing the performance of the CEO and control of assets of the Marine Institute and its subsidiaries.

Internal Audit/Risk Committee

While all directors have a duty to act in the interests of the State body, the Audit and Risk Committee (ARC) has a particular role, acting independently from the executive, to ensure that the interests of the shareholder and other stakeholders are properly protected in relation to financial reporting oversight, internal control, internal and external audit, risk management and corporate governance. The ARC is comprised of 4 members of the Board and from time to time should a vacancy on the Committee arise Board members may be requested by the Chairman to take a role on the Committee.

The main roles and responsibilities of the ARC are as follows:

- External Audit – Liaison with external auditor
- Internal Audit, internal control
- Risk management
- Corporate governance
- Financial Reporting

The current composition of the board is as follows:

| Name | First Appointed | Expiry Date | Position type |
|-------------------------|------------------------|--------------------|----------------------|
| David Owens | 04/12/2012 | 03/12/2017 | Board Member |
| Donal Kelly | 15/04/2013 | 14/04/2018 | Board Member |
| John Killeen (Dr.) | 08/01/2014 | 07/01/2019 | Chair |
| Patricia Barker (Prof.) | 19/02/2013 | 18/02/2018 | Board Member |
| Alan Dobson (Prof) | 02/12/2015 | 01/12/2020 | Board Member |
| Vacant | | | Board Member |
| Lorcan O’Cinneide | 02/12/2015 | 01/12/2020 | Board Member |

| Name | First Appointed | Expiry Date | Position type |
|-----------------|------------------------|--------------------|----------------------|
| Owen Lewis | 02/12/2015 | 01/12/2020 | Board Member |
| Dermot Clohessy | 02/12/2015 | 01/12/2020 | Board Member |

3. Person Specification

The Minister for Agriculture, Food and Marine invites applications from qualified candidates for four 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:

Food Sector

Given the strategic significance of the seafood sector, the complexity of the issues/opportunities it presents and the critical role of the Marine Institute in relation to this priority, two of the successful candidates should have significant and demonstrable experience of having worked at a senior level in the seafood or wider agri food sectors.

Law

The successful candidate must have senior level experience and/or extensive knowledge of Public Administrative Law, European Environmental Law, Spatial Planning, Marine Law, or Corporate Law. Candidates should have recognised (related) professional qualifications and (ideally) be current serving legal professionals or have very recent experience of working in this area.

Finance, Risk and Corporate Governance

The successful candidate must have a professional accountancy qualification incorporating membership of a recognised related professional body and operational experience at senior management level/leadership role in Finance in a number of the following areas:

- Financial Reporting
- Corporate Governance Best Practice
- Strategic Change
- Internal Audit
- Risk Management

The following is desirable for all criteria:

- Environmental science
- Relevant sectoral knowledge
- International and/or north-south research and funding opportunities
- ICT
- Strong business development experience
- Previous board membership

Candidate's attention is drawn to the provisions of the Code in relation to the role of a Board member, where the principle states:-

- Each State body should be headed by an effective Board which is collectively responsible for the long-term sustainability of the body.
- Non-executive Board members should bring an independent judgement to bear on issues of strategy, performance resources, key appointments and standard of conduct.

Details on the role of Board Members can be found in Section 3 of the Code which can be found [here](#).

4. Term of Appointment

Appointments to the Board will be for an initial period of 5 years. Appointments will be 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 Revised Code of Practice for the Governance of State Bodies 2016 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 Application

Before submitting your application, 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 application. 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 applications 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
 - Meeting¹/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

¹ The Public Appointments Service will not be responsible for refunding any expenses incurred by candidates.

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.

Please note that the Public Appointments Service will not be responsible for any expenses incurred by candidates as part of our selection process.

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

Should your name be forwarded to a Minister for consideration, please note that your cover letter and curriculum vitae will be forwarded to the State Board Liaison Officer in the relevant department and may be retained for up to one year.

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

APPENDIX 1

Submitting your application:

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.