



**Appointment as Chairperson to the Board of Galway Harbour Company  
("GHC")**

**Closing Date: 15:00 Wednesday 15<sup>th</sup> November 2017**

**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](http://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.

## Appointment as Chairperson to the Board of Galway Harbour Company

<b>Location:</b>	Meetings will be in Galway
<b>Number of Vacancies:</b>	1 Chairperson
<b>Remuneration:</b>	€9,450. Travel expenses are also paid at the appropriate Civil Service rate. (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, e.g., the appointment of Worker Directors).
<b>Time Requirements:</b>	The Board meets on average 11 times per year. There are 2 additional subcommittees, one of which the chairperson would attend. This committee meets approx. 2-3 times per year.

### 1. Background

GHC was established under the [Harbours Act 1996](#) as amended by the [Harbours Act 2015](#). The port has been designated a "Port of Regional Significance" under the National Ports Policy 2014. This will result in the port ownership coming under the remit of Galway City Council. As of now the GHC reports to the Department of Transport Tourism & Sport. It is the only commercial port on the Western Seaboard. GHC provides a variety of services, from controlling navigation and marine safety, to terminal management including warehousing, logistics and cargo handling. It is an established Cruise Line destination. Its main cargoes are petroleum products, bitumen, steel, scrap metal, RDF, and wind energy components. GHC plans include developing a major deep-water port extension to the existing port which will service the import/export shipping requirements of the entire western area from Clare to Donegal and eastwards to the midlands. Concurrent with the development of the port extension will be the redevelopment of the entire inner dock area the subject of the ongoing/current master plan exercise.

In 2016 the port handled just over 588,000 tonnes in throughput and generated turnover of €4.2M. The company posted an operating profit of €820,000.

The company currently employs 13 FTEs.

More information is available on the Galway Harbour Company's website: [www.galwayharbour.com](http://www.galwayharbour.com)

## 2. Functions of the Board

The Board and Chairperson of GHC are appointed by the Minister for Transport, Tourism & Sport with the consent of the Minister for Public Expenditure and Reform. The Board consists of up to eight members in total including the Chairperson and CEO, and has two sub-committees (Audit & Risk and Remuneration).

The purpose of the Board of Directors is:

- to act as custodians for, and to maximize the value of GHC assets;
- to direct strategy and provide management oversight;
- to act in the best interests of GHC and its stakeholders at all times;
- to ensure that good corporate governance is always practiced within GHC and to manage risk appropriately.

The following are the main items of the GHC's work programme;

- The preparation and adoption of a strategic plan,
- Oversight of the company's operations,
- Oversight of the company's risk management and system of internal control,
- Ensuring that the company complies with corporate governance procedures.
- Oversee the appointment of the Chief Executive Officer, Company Secretary and other posts such as solicitors and auditors.
- Oversight of the remuneration of the Chief Executive Officer.
- Review and approve the purchasing procedures of the company, including the delegated levels of authority.
- Review and approve the procedures for acquisition and disposal of assets at GHC.
- Oversight of the financial practices within the company including the approval of the annual budget, significant changes to accounting policies and practices.

### The current board members are

<b>Name</b>	<b>Role</b>	<b>Term Expiry Date</b>
Frank Greene	Non-Executive Director	18/12/2018
Padraic McCormack	Non-Executive Director	20/08/2018
Vacant	Non-Executive Director	
Éamon Bradshaw	CEO	CID

### 3. Person Specification

The Minister for Transport, Tourism and Sport invites expressions of interest from suitably qualified members of the public to serve as Chairperson of the Board of GHC.

Candidate's attention is drawn to the general details of the role of Chairperson as set out on page 19 of the Code which can be found [here](#). The Principle states:-

- The Chairperson is responsible for leadership of the Board and ensuring its effectiveness on all aspects of its role.
- The Chairperson should display high standards of integrity and probity and set expectations regarding culture, values, and behaviours for the State body and for the tone of discussions at Board level.

GHC is at an advanced stage of planning for the provision of deep-water facilities as an extension to its existing tidal/gated port. It has been in the planning process since January 2014. It has developed a Master Plan for the existing port lands. Plans are being finalized to develop the inner dock area with a view to part funding of the port extension.

For its future it is essential that the port retain its reputational standing and greatly improve on its global presence in order to attract substantial asset investment to Galway.

Consequently the ideal candidate **must** demonstrate experience at Chairperson level of providing strategic insight and assistance in long term planning formulation, environmental management and sustainability and oversight in a capital intensive environment.

#### **Candidates should also preferably possess:**

- The commercial experience of working in a large commercial organisation at an appropriately senior level or equivalent in government administration,
- Extensive experience of Corporate Governance, Risk Management and Strategic Planning responsibilities in the public or private sector or in Commercial property management.
- Knowledge and experience of Finance Management at Board or Senior Executive level.
- Senior management experience in Marketing in the shipping or logistics sectors.

### 4. Term of Appointment

This Appointment shall be subject to the relevant provisions of the Harbours Act 1996 as amended by the Harbours Act 2015 and the Articles of Association of the Company and to the following conditions:

- Appointments to the Board will be for a period of up to 5 years at the minister's discretion with an option to extend the term of engagement for a second term of up to 5 years at the Minister's discretion and with the consent of the Minister for Public Expenditure & Reform.

- The membership of any member of the Board may be terminated by the Minister at anytime, on the basis of reasons to be stated by the Minister.
- The roles and responsibilities of Chairpersons and Board Members are described in the Code of Practice for the Governance of State Bodies 2016 which is available on the website of the Department of Public Expenditure ([Code of Practice for the Governance of State Bodies 2016](#)).
- The Board member shall be aware of the duties of a director under the Companies Act 2014 and at all times act in compliance with the Act.
- 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.
- If the Board Member is removed from office, or otherwise ceases to hold office, he or she shall have no claim for compensation or other payments in respect of such removal or cessation.
- 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 Board Member shall devote to the performance of his or her duties as much time as may be necessary for all proper and efficient discharge of those duties.
- The Board Member shall not be entitled to receive any remuneration as Member of the Board in respect of any other services over and above those of Member performed by him or her on behalf of the Company, save with the consent of the Minister for Transport, Tourism and Sport and the Minister for Public Expenditure and Reform.
- 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. The Board Member shall be fully au fait with the National Ports Policy and give due regard to it in the board's decision making process.
- The Board Member shall ensure that appropriate commercial decisions are made acting in the best interests of GHC and its shareholders at all times.

## 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](http://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](mailto: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](http://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](http://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.