

Appointments to the Board of The Veterinary Council of Ireland

Closing Date: 15:00 on 30th 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, 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 Veterinary Council of Ireland

Location:	53 Lansdowne Road, Ballsbridge, Dublin 4.
Number of Vacancies:	4
Remuneration:	€ Nil Travel expenses are paid at the appropriate civil service rate.
Time Requirements:	Approximately 7 three quarter day meetings per annum which would require 2/3 hours preparatory work. Participation on a minimum of two committees of Council, each of which meet in the region of 2–4 times per year, with 2-3 hours preparatory work. (Details of Committees can be found in Section 2).
Term:	Appointments to the Council are for 4 years.

1. Background

The Veterinary Council of Ireland (the Council) is a statutory body established under the Veterinary Practice Act 2005. This Council dates from 1931 when it was originally established under the Veterinary Surgeons Act, 1931. The Council came into being on 1st January 2006 and operates under the Veterinary Practice, Act 2005. The Veterinary Practice (Amendment) Act, 2012 came into effect from 18th July 2012 and amends sections of the 2005 Act as well as providing for further regulations. The Council's parent government department is the Department of Agriculture, Food and the Marine.

The principal function of the Veterinary Council under the Act is to regulate and manage the practice of veterinary medicine and veterinary nursing in the State. At present, over 2500 veterinary practitioners and over 700 veterinary nurses are registered to practise by the Council. The Council discharges its functions mainly through:

- Specifying educational requirements and standards necessary for qualification in veterinary medicine or veterinary nursing, and approving programmes of education that meet these standards. At present, the School of Veterinary Medicine in University College Dublin offers a qualification in veterinary medicine, while there are five veterinary nursing courses approved by the Council.
- Establishing and maintaining registers of veterinary practitioners and veterinary nurses. Registration to practise is renewable annually.
- Maintaining up-to-date codes of professional conduct for veterinary practitioners and veterinary nurses.
- Specifying standards and approving programmes of continuing veterinary education. Mandatory continuing veterinary education (CVE) achievement is required by all registrants annually.
- Conducting inquiries into the fitness to practise of veterinary practitioners and veterinary nurses, and imposing sanctions.
- Inspecting and accrediting veterinary premises.

- The Council also acts as the competent authority in relation to mutual recognition of veterinary qualifications obtained in, or recognised by EU Member States and other appropriate bodies such as the American Veterinary Medicine Association (AVMA) and the Australian Veterinary Boards Council (AVBC).

The Council is funded through income from registration fees and licence to practise fees, which it sets in respect of veterinary practitioners, veterinary nurses and veterinary premises.

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

2. Functions of the Council

The Council relies heavily on the active involvement of its Council members to carry out its functions under the Veterinary Practice Act which are set out above. Council members have a duty to achieve the Council's strategic goals as set out in their statement of strategy:

Strategic Goal 1	To implement the provisions of the Veterinary Practice Acts of 2005 & 2012
Strategic Goal 2	To promote awareness of the Veterinary Council's purpose and vision
Strategic Goal 3	To operate to high standards of corporate governance and operational effectiveness

The day to day work of the Council is carried out under the management of the Registrar. Major decisions and the exercise of statutory powers are undertaken by full sessions of the Council, but much of the preparatory work is entrusted to committees of the Council.

Members of the Council will be required to attend approximately 7 Council meetings a year. In addition, members will sit on at least 2 committee.

The following Committees of the Board have been established:

Committee		Functions
Veterinary Education and Training	VETC*	<ul style="list-style-type: none"> • specifying standards and approving programmes of education/further education • acting as the competent authority recognising veterinary qualifications
Fitness to Practise	FTPC*	<ul style="list-style-type: none"> • holding inquiries into the fitness to practise
Preliminary Investigation	PIC*	<ul style="list-style-type: none"> • considering complaints and decides whether an inquiry should be held
Veterinary Nursing	VNC	<ul style="list-style-type: none"> • ensuring education and registration of veterinary nurses is in accordance with the Act • exploring ways of promoting/developing the practice of veterinary nursing
Legislation and Ethics	LEC	<ul style="list-style-type: none"> • reviewing the implications of legislative and ethical matters affecting Council • establishing/maintaining codes of professional conduct for

Committee		Functions
		registered persons
Practice Premises	PPC	<ul style="list-style-type: none"> specifying/reviewing standards of veterinary premises in the State reviewing applications for Certificates of Suitability
Audit & Finance	AFC	<ul style="list-style-type: none"> reporting on all financial aspects of the Council's functions ensuring adequate internal controls and compliance with the Code of Practice
Conjoint		<ul style="list-style-type: none"> promoting the practice of veterinary medicine (in particular, National and European veterinary matters)

Current membership of the Council

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Ann Marie Byrne	22/10/2014		31/12/2017	Board Member	Appointed by the Minister following an election among registered veterinary nurses under the Act
Barbara Bent	01/01/2006	01/01/2010 01/01/2014	31/12/2017	Board Member	Appointed by the Minister
Bridget Younge (Dr.)	01/01/2014		31/12/2017	Board Member	Appointed by the Minister following nomination by the Minister for Education and Skills under the Act
Fergus Smith	01/01/2010	01/01/2014	31/12/2017	Board Member	Appointed by Minister following an election among registered veterinary practitioners under the Act
Grace Mulcahy (Prof.)	08/07/2010	01/01/2014	31/12/2017	Board Member	Appointed by Minister following nomination from a prescribed body under the Act
James McManus	01/01/2016		31/12/2019	Board Member	Appointed by Minister following an election among registered veterinary practitioners under the Act
John B. Magee	01/01/2014		31/12/2017	Board Member	Appointed by Minister following an election among registered veterinary practitioners under the Act
John O'Rourke	30/10/2015		31/12/2017	Board Member	Appointed by the Minister through the PAS process
Kevin Twomey	01/01/2014		31/12/2017	Board Member	Appointed by Minister
Margaret O'Sullivan (Dr.)	01/01/2010	01/01/2014	31/12/2017	Board Member	Appointed by Minister following nomination from a prescribed body under the Act
Martin Blake	21/12/2011	01/01/2014	31/12/2017	Board Member	Appointed by Minister.
Michael Sadlier	01/01/2012	01/01/2016	31/12/2019	Board Member	Appointed by Minister following an election among registered veterinary practitioners under the Act
Morgan G. Lyons	01/01/2014		31/12/2017	Board Member	Appointed by Minister following an election among registered veterinary practitioners under the Act
Patrick G. Cusack	01/01/2016		31/12/2019	Board Member	Appointed by Minister following an election among veterinary

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Peadar Ó Scanail	01/01/2012	01/01/2016	31/12/2019	Board Member	practitioners under the Act Appointed by Minister following an election among registered veterinary practitioners under the Act
Raymond Finn	01/01/2014		31/12/2017	President/Chair	Appointed by Minister following an election among registered veterinary practitioners under the Act
Sinéad Boyle	30/10/2015		31/12/2017	Board Member	Appointed by Minister through the PAS process
Stephen Gordon (Prof.)	01/01/2014		31/12/2017	Board Member	Appointed by Minister following nomination from a prescribed body under the Act
William Cashman	01/01/2014		31/12/2017	Board Member	Appointed by Minister following an election among registered veterinary practitioners under the Act

Further details on the Veterinary Council can be found at www.vci.ie.

3. Person Specification

In accordance with Section 16 (1) of the Veterinary Practice Act 2005 – those applying under profiles (a), (b) and (c) must not be registered or be entitled to be registered on the Register of Veterinary Practitioners.

The Minister for Agriculture, Food and the Marine invites expressions of interest from members of the public who demonstrate:

- A commitment to public service and to acting with integrity
- An ability to communicate clearly and express ideas convincingly
- An ability to collaborate and to respect differing viewpoints; **and**

Have significant experience in **one or more** of the following:

- (a) A person who avails of veterinary services and has a demonstrable knowledge of the Irish agri-business sector.
- (b) A person who performs functions relating to animal welfare and has a demonstrable understanding of the roles and responsibilities of the veterinary professions in relation to animal welfare and a knowledge of the statutory provisions governing animal welfare.
- (c) A person with experience in Corporate Governance at senior management and/or board level. It would be desirable that applicants for this voluntary position have a relevant qualification and previous board experience.
- (d) A person with senior management and legal experience, ideally in a statutory regulated or professional environment which demonstrates a commitment to consumer service and/or consumer protection.

In addition it is desirable that candidates have :

- Experience in developing and implementing an organisational strategy;
- Experience in financial management/risk management;
- Experience in relation to the application of the code of practice for the governance of state bodies;
- Previous Board experience.

4. Term of Appointment

Appointments to the Council are for 4 years. 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.