

Appointment to the Board of Sport Ireland
Closing Date: 3pm on Monday 30th April 2018

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](#) (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; and
- be prepared to make a time commitment to their work commensurate with their role.

Appointment to the Board of Sport Ireland

- Location:** Meetings will be in Dublin
- Number of Vacancies:** 3
- Remuneration:** €7,695 per annum plus travel and subsistence expenses in line with Government guidelines.
(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).
- Time Requirements:** Approx. 7 half-day plus 2 full-day Board Meetings per annum. There may also be a requirement to serve on Board Committees, involving a further 8-10 half-day meetings per annum. The list of Sport Ireland Committees is as follows:
- Anti-Doping Committee
 - National Sports Campus Committee
 - Coaching Committee
 - High Performance Committee
 - National Governing Bodies of Sport Grants Committee
 - Research Committee
 - Audit & Risk Committee
 - NGB Eligibility (Recognition) Committee

Candidate's attention is also drawn to the provisions of the Code in relation to Audit and Risk Committee membership which can be found [here](#).

1. Background

Sport Ireland was established on 1st October 2015, replacing the Irish Sports Council and the National Sports Campus Development Authority. Sport Ireland has responsibility for the development of Irish sport, including responsibility for such matters as:

- the development of strategies relating to participation in sport;
- supporting elite athletes in achieving excellence in sport;
- facilitating standards of good conduct, fair play and the elimination of doping in sport;
- the development of the National Sports Campus at Abbotstown, Blanchardstown;
- the management and operation of the National Sports Campus through its wholly owned subsidiary company NSCDA (Operations) DAC;
- the development of guidelines and codes of conduct promoting best practice for the protection of children in sport; and
- the development of coaches and tutors at all levels in sport.

The [Sport Ireland Act 2015](#) is the legislative basis for the body. Sport Ireland's functions are set out in detail in Section 8 of the Sport Ireland Act 2015.

Information on Sport Ireland, including links to Annual Reports of the Irish Sports Council and the National Sports Campus Development Authority, is available at www.sportireland.ie

2. Structure and functions of the Board

The Sport Ireland Board is responsible for setting the broad strategy and policies of Sport Ireland. It is responsible for the system of internal financial control and has oversight responsibility for the activities of the organisation. The Board delegates to the management and sub-committees the responsibility for the implementation of these policies. Board members are appointed by the Minister for Transport, Tourism and Sport.

The current composition of the Board is:

Name	Appointed	Position type	Basis of appointment
Kieran Mulvey	01/10/2015	Chair	Reappointment from Council/Authority
Bernard Allen	01/10/2015	Member	Reappointment from Council/Authority
Seán Benton	01/10/2015	Member	Reappointment from Council/Authority
Roy Dooney	01/10/2015	Member	Reappointment from Council/Authority
Mary Dorgan	01/10/2015	Member	Reappointment from Council/Authority
Frances Kavanagh	01/10/2015	Member	Reappointment from Council/Authority
John Maughan	01/10/2015	Member	Reappointment from Council/Authority
Caroline Murphy	01/10/2015	Member	Reappointment from Council/Authority
Patrick O'Connor	01/10/2015	Member	Reappointment from Council/Authority
Liam Sheedy	01/10/2015	Member	Reappointment from Council/Authority

Section 7 (as qualified by Schedule 1 (2)(1)) states that there shall be 13 members of the board including the chairperson. The Act also endorses the idea of an equitable gender distribution.

3. Person specifications

The Minister for Transport, Tourism and Sport invites expressions of interest from suitably qualified candidates to fill three vacant positions.

(a) Finance

Applicants for this role should demonstrate in their application wide experience and competence in relation to financial matters and

- Extensive professional experience at an appropriately senior level in the area of accountancy, audit and/or corporate finance,
- and**
- Experience as a member of an Audit Committee or of having directly reported to or worked with an Audit Committee,
- and/or**
- Proven experience of management/operation of financial systems and the design of business information systems.

In addition to the essential requirements above, it is desirable that candidates for this position would have:

- Relevant experience in risk management
- Previous board/corporate governance experience
- A demonstrable interest in sport.

(b) Sporting perspective

Candidates for this position must be or have been involved in competing at the highest level in sport. Candidates must have/or have had significant demonstrable active involvement in sport which would indicate a depth and breadth of knowledge of the challenges facing the sector and demonstrate a substantial contribution and/or track record of achievement in the sector.

(c) Disability Advocate

Applications are invited from disability advocates or individuals who have personally participated in sports for those with disabilities.

Candidates for this position must have a demonstrable interest or involvement in sport and an in-depth knowledge of the challenges facing this particular sports sector.

For all of the above roles, applicants whose names are forwarded to the Department for consideration will be called for interview and will be asked to demonstrate, from their experience:

- that they are open minded strategic thinkers, able to bring their own experience to bear on issues under discussion;
- a commitment to an evidence-based approach, and the capacity to appreciate the implications of complex and multi-faceted evidence;
- the ability to make important and difficult objective decisions;
- the ability to challenge constructively the opinions of others, work to achieve a shared consensus and accept collective responsibility;
- excellent communication skills and an ability to express themselves clearly and succinctly.

4. Terms of Appointment

Under the Sport Ireland Act, appointments to the Board will be for an initial period of one to two years with an option to extend the term of engagement for a second term of up to 5 years, subject to the provisions of section 7 and Schedule 1 of the Act and that:

- 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 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](#) August 2016.
- 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.
- Further information relating to Membership is set out in Schedule 1 of the Sport Ireland Act 2015

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 exist and address this in your cover letter. The Assessment Panel may decide, based on the perceived level of conflict, not to forward your name for consideration.

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 Authority 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. **Please only include information that is directly relevant to the particular role for which you are applying.**

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 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](#)

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

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.
8. If there is a supplementary question, ensure that your response complies with the word limit and that it does not contain any special characters (i.e. %, & etc) or you may receive an error message and will be unable to submit your application.
9. Click on "continue".
10. 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.
11. 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.