



INFORMATION BOOKLET

**Appointment to the Board of Leopardstown Park Hospital for persons
with experience in Finance**

Closing Date: Wednesday 3rd December 2014

The Public Appointments Service is committed to a policy of equal opportunity.

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Appointment to the Board of Leopardstown Park Hospital for persons with experience in Finance – November 2014

Information Note

In accordance with the Government's decision to widen the opportunity for board membership of State Bodies, the Minister for Health, Leo Varadkar, invites expressions of interest from suitability qualified and experienced persons interested in being appointed to fill vacancies that have arisen on the Board of Management at Leopardstown Park Hospital.

Leopardstown Park Hospital Board of Management– Background Information

Leopardstown Park Hospital (LPH) was established under a Deed of Trust in 1917 to provide residential care for officers and men disabled or invalided during service with the United Kingdom armed forces living in Ireland.

The administration of the hospital has substantially changed since then. In 1979 the LPH Board Establishment Order was signed. This provided for the establishment of a Board of Management which took over responsibility for the administration of the hospital under licence from the Trustees.

The functions of the Board are to conduct and manage the hospital; to provide such services and facilities at the hospital as may, from time to time, be approved by the Health Service Executive, after consultation with the Board; and to provide for the maintenance of the hospital.

Skills, experience and other requirements of Board Members

Members of the Board perform key roles in relation to the direction, leadership and corporate governance of the hospital. Expressions of interest in serving as a Member are being sought from persons with relevant skills and knowledge in:

- *Finance.*

It would be desirable that Members would also have Human Resources and Corporate Governance experience.

The initial term of office for the appointed Board member shall not exceed 4 September 2015. Members may be re-appointed by the Minister for another term.

Fees and Expenses

No fees are paid to Board members. Travel and subsistence expenses arising from the business of the Board are payable in accordance with rates laid down by the Minister for Public Expenditure and Reform.

Selection

PAS are committed to the principles of appointments based on merit with independent assessment, openness and transparency of process. PAS is also committed to equality of opportunity and welcome application forms from all suitably qualified applicants.

Those who express an interest will be assessed to ensure that they meet the specified criteria.

The Process may include:

- shortlisting on the basis of the information contained in the applications;
- completion of an online questionnaire;
- an interview (telephone, video based, or face-to-face);
- any other assessment method deemed appropriate.

Details of those identified by PAS as meeting the selection criteria will be forwarded to the Minister for Health for consideration. The Minister for Health may publish information on the new Board Members(s), including the reasons for selection, at the time of appointment.

How to apply

Anyone interested in being considered for appointment as a Board member should submit an application form via the following link: www.stateboards.ie together with a detailed Curriculum Vitae and cover letter.

If you are already registered on www.publicjobs.ie you can log in using your username and password.

If you have not previously registered on www.publicjobs.ie you will need to register your details.

You must go to “Choose a Job Category” on the left side of the screen.

Click on “Membership of a State Board” and then click “Apply for this position”.

Step 1 - Complete the Online Application Form. Most of this will be pre-filled from your registration profile.

Step 2- Attach (a) and (b) listed below

- (a) Curriculum Vitae not exceeding 3 pages;
- (b) A short cover letter/personal statement outlining your suitability for a board member position.

Closing Date

The closing date for receipt of applications is: **Wednesday 3rd December 2014**

All applications/expressions of interest will be treated confidentially and information will only be given to the appropriate personnel.

Further Information

For further information on the Hospital please see www.lph.ie

Data Protection Acts 1988 & 2003

When your application is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your expression of interest and should you be successful certain information you provide will be forwarded to the relevant Department/Office. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003. To make a request under the Data Protection Acts 1988 & 2003, please submit your request in writing to: THE DATA PROTECTION CO-ORDINATOR, PUBLIC APPOINTMENTS SERVICE, “CHAPTER HOUSE”, 26-30 ABBEY STREET UPPER, DUBLIN 1, ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record. A fee of €6.35 should accompany your request (if the request is for non personal information; there is no fee for personal information). Payment should be made by way of bank draft, money order, or personal cheque, made payable to the ‘Public Appointments Service’. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.