

Appointment as Chairperson of the Board of Ervia

Closing Date: Midnight on 7 December 2015

**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.

The [Code of Practice for the Governance of State Bodies](#) 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 of the Board of Ervia

Location:	Ervia's head-quarters are in Cork, Ireland with offices in Dublin, Ireland. Board meetings are primarily held in Cork or in Dublin
Number of Vacancies:	1 member of the board of Ervia who will also be appointed as chairperson of the board of Ervia
Remuneration:	€31,500 per annum (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:	c.4-6 days per month including attendance at Board meetings and sub-committees of the Board, the Company's AGM, site visits to Ervia locations and ongoing familiarisation with Ervia and industry issues. A more extensive time commitment may be necessary in the initial induction period.

1. Background

New Economy and Recovery Authority ("**NewERA**") (a business unit of the National Treasury Management Agency (the "**NTMA**")¹), in conjunction with the Public Appointments Service ("**PAS**"), wishes to identify suitable candidates for consideration for appointment as a member of the board of Ervia (the "**Board**") who will also be appointed as chairperson of the Board (the "**Chairperson**").

Expressions of interest are now sought from suitably qualified candidates for consideration as part of this process.

Ervia, a commercial State body, is the parent entity of:

- Gas Networks Ireland ("**GNI**") the company that owns and operates the gas transmission and distribution network; and

¹ The role of NewERA is to provide independent commercial and financial advice to the relevant Ministers in relation to the exercise of specific functions, including, pursuant to Section 19 of the National Treasury Management Agency (Amendment) Act 2014 "the appointment of the chairperson, members, directors or chief executive of the designated body", with Ervia being one of the designated bodies. Further detail on NewERA's activities is set out in Part 3 of the National Treasury Management Agency (Amendment) Act 2014 and in the annual reports of the NTMA (www.ntma.ie).

- Irish Water (“**IW**”), the company which is responsible for the operation and management of the water services network in Ireland and provision of related water services.

Find out more about Ervia at www.ervia.ie

As Ervia and its main subsidiaries are established under statute applicants should also note that the principal governance arrangements between the State and Ervia and its subsidiaries (the “**Group**”) are set out in legislation, with relevant Ministers given various functions in relation to the Group.

2. Functions of the Board

The Board will take all significant strategic decisions and retain full and effective control of the Group while delegating day to day responsibility for leadership and control, within defined authority limits, to the boards of the subsidiaries (comprising senior management from Ervia and the relevant subsidiary) and senior management, as appropriate.

The following matters currently reserved for Board approval include:

- Approval of the corporate plan;
- Annual report and financial statements;
- Treasury policy;
- Enterprise risk management policy;
- General tendering and purchasing procedures;
- Review of effectiveness of system of internal control;
- Annual budget;
- Delegated expenditure authorisation levels including terms of major contracts;
- Code of conduct;
- Policy on determination of senior management remuneration;
- Appointment, remuneration and assessment of performance of the Chief Executive; and
- Significant amendments to pension benefits of the Chief Executive and staff (which may require Ministerial approval).

The "Code of Practice for the Governance of State Bodies" of May 2009 which provides a framework for the application of best practice in corporate governance by both commercial and non-commercial State bodies also sets out information on the role of board members.

The Board is assisted in its discharge of its responsibilities by a number of sub-committees of the Board, which include Risk, Audit & Finance, Remuneration and Investment/Infrastructure committees. Depending on a successful candidate’s specific area of expertise, he/she will be expected to participate in one or more of these sub-committees.

3. Vacancy Details

The key roles and responsibilities of the Chairperson include the following:

- Leading the Board;
- Leading on performance management – for the Group overall, for the CEO and for the Board;
- Leading in the continued application of best practice corporate governance principles;
- Determining the Board agenda;
- Ensuring the Board's effectiveness in decision making and facilitating full participation and open discussion in the Board; and
- Ensuring timely communication with the Group's owners and stakeholders.

4. Person Specification

The Chairperson should have significant experience gained at a senior level position in a large complex organisation and also clearly demonstrating evidence of the following:

- Experience in chairing boards of directors, and significant experience at board level in a large complex organisation;
- Successful career history at senior executive level in a complex organisation of scale;
- Significant senior leadership experience that demonstrates an ability to chair a board of an organisation that is engaged in transformational change;
- The ability to ensure that the Board guides, challenges and supports the CEO and executive management team to deliver upon the organisation's strategy and plans whilst holding them to account in doing so;
- Strong stakeholder management skills; and
- An objective approach to decision-making and the confidence and resilience required to operate within, to lead and to represent a complex and high profile organisation.

In addition the Chairperson should possess the following core competencies:

- The ability to work effectively and cohesively with others in leading a team;
- A strong sense of ethics and integrity;
- Sound business judgment;
- Excellent communication skills;
- Proven ability to critically analyse information and constructively challenge; and
- An understanding of good corporate governance practices.

5. Term of Appointment

Appointments to the Board will be for an initial period of up to 5 years with an option to extend the term of engagement for a second term of 5 years.

6. 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 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.

7. 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.

8. 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.

9. 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.
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.