

Appointments to the National Haemophilia Council

Closing Date: 15.00 on 26th July 2016

**State Boards Division
Public Appointments Service
Chapter House, 26 – 30 Abbey Street Upper, Dublin 1**

Telephone Number: 353 1 858 7441

Email: info@stateboards.ie

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](#) 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 National Haemophilia Council

Location:	Dublin
Number of Vacancies:	2
Remuneration:	No Remuneration, T & S Payable
Time Requirements:	6 meetings per annum. Two hours Max, preparation time varies regarding the different items on the agenda.

Background

The 2001 Report of the Tribunal of Inquiry into the Infection with HIV and Hepatitis C of Persons with Haemophilia and Related Matters (the Lindsay Report) recommended that “a Co-ordinating Committee in regard to the treatment and care of persons with haemophilia should be established with representatives from the various different organisations and interest groups in relation to haemophilia care.”

The National Haemophilia Council was established by Statutory Instrument No 451 of 2004.

The Council comprises 11 members, including the Chairperson and is a forum through which members of the Irish Haemophilia Society, haemophilia treaters and healthcare administrators advise and made recommendations to the Minister for Health on all aspects of haemophilia, on its own initiative or at the request of the Minister.

It may provide advice in relation to:

- (i) The care and treatment of persons with Haemophilia;
- (ii) Protocols for the treatment of Haemophilia;
- (iii) Health services (including Counseling Services) for persons with Haemophilia;
- (iv) Education and training of staff who provide services for persons with Haemophilia;
- (v) Education and health promotion for persons with Haemophilia and their families;
- (vi) The changing needs of persons with Haemophilia in order to help ensure that health services respond effectively to such changing needs;
- (vii) Developments arising from research into Haemophilia;
- (viii) Appropriate support services for the families of persons with Haemophilia

1. Functions of the Board

The Mission Statement of the National Haemophilia Council is to advise and recommend on the optimum provision of treatment and care for persons with haemophilia and related bleeding disorders. Its vision is to set the international benchmark for the provision of effective advice and inclusive involvement in optimising the management of haemophilia.

The goals of the National Haemophilia Council are to:

1. Advocate for the Provision of Optimum Haemophilia Care Nationally
2. Provision of Appropriate Information, Education and Research
3. Ensure Viability and Effectiveness By Measuring Performance And Outcomes
4. Optimise Development and Function of the National Haemophilia Council (NHC) Council members are required to:
 - Present an annual report to the Minister in relation to the performance of its functions
 - Prepare financial statements for each financial year which give a true and fair view of the state of affairs of the National Haemophilia Council and its income and expenditure for that year.

The current composition of the Board is:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Dr. Barry Harrington *	19/07/2011	01/08/2014	01/08/2017	Chair	Nominated and appointed by the Minister for Health
Dr. Barry White	22/07/2011	31/07/2013	21/07/2016	Board Member	(b) Nominated and appointed by the Minister for Health
Dr. Beatrice Nolan	20/01/2006	20/01/2015	19/01/2018	Board Member	(c) Nominated and appointed by the Minister for Health
Mr. Brian O'Mahony	22/07/2007	31/07/2013	21/07/2016	Board Member	(a) Nominated by the Irish Haemophilia Society. Appointed by the Minister for Health
Prof Colm Bergin	31/07/2013		21/07/2016	Board Member	(f) Nominated and appointed by the Minister for Health
Ms. Deborah Greene	23/05/2011	31/07/2013	21/07/2016	Board Member	(a) Nominated by the Irish Haemophilia Society. Appointed by the Minister for Health
Mr. Michael Conroy *	31/07/2013	01/08/2014	01/08/2017	Board Member	Nominated and appointed by the Minister for Health
Dr. Ruth Gilmore *	31/07/2013		21/07/2016	Board Member	(e) Nominated and appointed by the Minister for Health

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Ms. Ruth Hunter Nolan	01/08/2014		01/08/2017	Board Member	(e) Nominated and appointed by the Minister for Health
Dr. Susan O'Shea	19/10/2009	31/07/2013	21/07/2016	Board Member	(d) Nominated and appointed by the Minister for Health
Dr. William Murphy	25/01/2013		21/07/2016	Board Member	(g) Nominated by the CEO of the HSE and appointed by the Minister for Health

2. Person Specification

The Minister for Health invites applications from suitably qualified candidates for the positions on the National Haemophilia Council. Candidates may apply under one of the following areas:

1. Consultant Haematologist

Candidates must have professional experience as a Consultant Haematologist with demonstrable expertise of dealing with persons with haemophilia. They should be registered as a Consultant Haematologist with the Medical Council.

2. Member of a registered profession with an interest in haemophilia

Candidates for both positions should demonstrate:-

- Corporate governance experience (including any previous board expertise)
- Significant demonstrable leadership experience in an area of relevance to the Council
- An understanding of the environment in which the Council operates, and its relationships with key stakeholders

It is also desirable that candidates have

- Relevant experience and/or knowledge in relation to the health sector (including policy) in Primary Care, Hospital care, especially Haemophilia or Research
- Experience and/or knowledge of the services and supports provided to persons with Haemophilia
- Experience of Quality Improvement Initiatives

Could include any person registered under the Medical / Dental / Pharmaceutical / Nursing / Allied Health Care profession

Term of Appointment

- The term of office of the Chairperson and of each ordinary member of the Council shall be 3 years from the date of appointment. Members may be appointed for more than one term of office. The Chairperson shall hold office until he or she ceases to be a member of the Council or until the Minister appoints another person to be Chairperson.

- A member of the Council may at any time resign his or her membership by letter addressed to the Minister and the resignation shall take effect from the date specified therein or upon receipt of the letter by the Minister, whichever is the later.
- A member shall cease to be a member of the Council on being requested by the Minister to resign.
- In the event of a casual vacancy arising on the Council, the vacancy shall be filled by appointment by the Minister and where the vacancy arises from a member who was appointed on the nomination of a body referred to in Article 6 the appointment shall be made on the nomination of that body. The person appointed to fill a casual vacancy shall hold office as a member of the Council for the unexpired period of the term of office of the said member.
- 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 roles and responsibilities of Board Members are described in the Code of Practice for the Governance of State Bodies 2009 which is available on the website of the Department of Finance ([Code of Practice for the Governance of State Bodies](#)).
- 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.

3. 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.

4. 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
 - 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.

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

5. 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.

6. 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](#)

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.