



Information Booklet

Expressions of Interest in membership of the Board (Non-Executive Directors) of the Institute of Public Health CLG

Closing Date for Applications: 3pm Thursday, 31st August 2023

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1. Overview

Call for expressions of interest for appointment to the Board (Non-Executive Directors) of the Institute of Public Health CLG

Board Meeting location(s):	Online, Hybrid in Ireland or Northern Ireland
Number of vacancies:	2 immediate vacancies and a panel for vacancies arising up to end August 2024
Remuneration:	Nil
Term:	Each appointment will be for an initial term of four years unless otherwise terminated earlier by and at the discretion of either party. Each appointment may be renewed for one further term of up to four years (by mutual agreement) and with the approval of the Members of the Company at an AGM. The second term may be shortened to allow for succession planning. The Members of the Company are the Department of Health Ireland and the Department of Health Northern Ireland.
Applications:	Online via publichealth.ie/vacancies Any queries to jobs@publichealth.ie
Deadline:	3pm Thursday, 31st August 2023,

2. Background to the Institute of Public Health

- The Institute of Public Health (IPH) was established in 1998, with the support of the Chief Medical Officers in Northern Ireland and Ireland, and the aim of promoting cooperation in public health across the island of Ireland with a focus on health inequity and its avoidable impact on society.
- Reducing health inequities is important because health is a fundamental human right and its progressive realisation will eliminate inequalities that result from differences in health status (such as disease or disability) in the opportunity to enjoy life and pursue one's life plan. (WHO)

IPH Purpose

- Our purpose is to inform public policy for healthier populations on the island of Ireland.
- We do this by undertaking research, evidence review, policy analysis and evaluation; through partnership working, specialist training and public communication.
- IPH works for government, policymakers and civil society in Ireland, and Northern Ireland.

Values

Our core values are reflected in how we work with colleagues and engage with others.

- **Excellence**...quality, performance, ambition
- **Respect**... humanity, diversity, courtesy
- **Involvement**...inclusion, partnership, contribution
- **Trust** ...ethical, reliable, consistent
- **Justice** ... fairness, voice, leadership

Funding

IPH is jointly funded by the Department of Health, Ireland and the Department of Health, Northern Ireland.

3. Functions of the Board

The Institute is governed by a Board of Directors appointed by its members, i.e. the Department of Health, Ireland and the Department of Health, Northern Ireland. Each Department is entitled to appoint up to five Directors. The maximum number of Directors is ten, including the Chairperson and Deputy Chairperson.

The powers of governance and management of the company are delegated by the members of the company to the Board, and the Board owe their duties, first and foremost, to the company. The Institute of Public Health is a company limited by guarantee.

The Board is collectively responsible for the long-term sustainability of the organisation. Board members should bring an independent judgement to bear on issues of strategy, performance, resources, key appointments, and standards of conduct. The ongoing work of the Institute is delivered by the Executive.

Board members should:

- bring independent and objective scrutiny to the oversight of the organisation
- be prepared to be challenging when necessary while being supportive of 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 to their role

To support its work, the Board currently has two committees (Audit and Risk Committee, and Staff Performance and Development Committee). It may establish at least one other committee over the coming months.

With the exception of the position of Chairperson and Deputy Chairperson, Board Directors are not remunerated.

4. Person specification

The IPH invites applications from suitably qualified members of the public to serve as Non-Executive Directors (Board members). All candidates should believe in the purpose and goals of the Institute of Public Health.

The current vacancies will be filled by a suitable candidate with experience in:

A. Internal Audit / Risk Management

Candidates must demonstrate evidence of experience at an appropriately senior level in one or more of the following areas: Risk management, Internal Audit, Northern Ireland's public sector governance and/or compliance.

Previous board experience would be an advantage. The successful candidate will also be appointed to the IPH Audit and Risk Committee. Preference will be given to candidates based in Northern Ireland for this role.

B. HR/Public Sector employment

Candidates must demonstrate evidence of experience, at an appropriately senior level, preferably in a HR role in the public sector and/or in a corporate setting. It is expected that candidates in this area will hold a relevant qualification. Relevant experience of public sector employment, pensions and staff development would be an asset. Previous board experience would be an advantage.

Future vacancies will be filled from one or more of the following areas:

C. Public Sector Governance

Candidates for this role must have considerable experience in corporate governance or compliance in the public sector, including local Government. This should include significant experience at a senior level, preferably in the public sector. A recognised qualification in corporate governance and/or management would be an asset. Previous board experience would be an advantage.

D. Non-medically qualified public health specialist (UK)

Candidates who are non-medically qualified public health specialists and are registered with the UK Public Health Register. Skills and experience in one or more of the following areas would be welcome: education, training, legal or advocacy. Board experience in the public or not-for-profit sector would be an advantage.

E. **Non-executive director**

Candidates must demonstrate evidence of serving on relevant boards in the public or not-for-profit sector. It is expected that candidates would hold a governance qualification or relevant experience to demonstrate competency. Relevant examples of how candidates supported boards strategic, oversight and governance roles would be welcomed. Previous board experience is essential. Candidates will be requested to confirm they have not previously held or currently hold a role that has the potential or could be perceived not to align with the values and work of the IPH.

The IPH works on a north-south, east-west basis and consideration will be given to ensuring a geographic spread when more than one candidate fulfils the person specification.

Applicants will be asked to demonstrate:

- They have the time available to undertake this role (outlined below)
- Confirmation of consideration of "*Conflicts of Interest in public health*" and that the candidate does not have any real or perceived conflicts of interest likely to interfere in their ability to play an active role on the Board
- 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

The IPH is guided by the principles of the Revised Code of Practice for the Governance of State Bodies 2016 which is available on the website of the Department of Finance Ireland. Directors must confirm understanding and commit to abide by the IPH's Code of Conduct.

Time

The duties as **Board members** are expected to typically take 6 days per annum, including time to read papers in preparation for meetings.

The Board normally meets five times each year and holds an AGM. Board meetings usually meet late afternoon or early morning for up to two hours. Attendance at Board committee meetings will be an additional time commitment. Typically, they meet no more than four times each year, although there may also be additional requests for members' input from time to time.

Board members are encouraged and will be supported to participate in relevant training and development opportunities.

By applying for this appointment, you are confirming that you are able to allocate sufficient time to meet the expectations of the role.

5. Term of appointment

- Each appointment will be for an initial term of four years unless otherwise terminated earlier by and at the discretion of either party. Each appointment may be renewed for one further term of up to four years (by mutual agreement) and with the approval of the Members of the Company at an AGM. The second term may be shortened to allow for succession planning. The Members of the Company are the Department of Health Ireland and the Department of Health Northern Ireland.
- Any appointment or removal of a Director by the Department of Health Ireland or the Department of Health Northern Ireland shall be by resolution of the Secretary General of the Department of Health Ireland or the Permanent Secretary of the Department of Health Northern Ireland as the case may be and a notice in writing signed by an authorised official of such appointor shall be conclusive evidence of such resolution and such appointment or removal as the case may be and shall be effective as and from the date when such notice shall be lodged at the Office.
- A member of the Board may resign his or her membership of the Board by notice in writing sent or given to the Company Secretary of IPH and the resignation shall take effect on the day on which the Company Secretary of IPH receives the notice unless a date is otherwise agreed by mutual consent.
- 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, obtains office as an MLA or MP, becomes a representative in the European Parliament, is elected to the European Parliament, or becomes a member of or is elected to a local authority or District Council.

6. Conflicts of interest in public health

The Institute of Public Health has a robust conflict of interest policy, informed by global, regional, and national health bodies. Adherence to public health values is important when working in health improvement, particularly in the social and commercial determinants of health as conflicts of interest in policy development may impact on health equity. A conflicts of interest policy allows us to set a standard for how we work.

In the context of the Institute, conflicts of interest are focussed on the unhealthy commodity industries (UCIs), primarily the tobacco, alcohol, high fat, salt, and sugar foods (HFSS), gambling and fossil fuel industries.

Directors must adhere to the IPH's policy on 'Transparency and management of interactions with UCIs and related stakeholders.' Directors will be requested to declare interests and interactions with UCIs. If a Director is found to be non-compliant, the IPH reserves the right to remove the Director from the Board.

7. Submitting your application

Before submitting your application, please consider whether or not you have or had in the past any interests that may give rise to a potential or actual conflict of interest or the perception of such a conflict. The integrity of the individual is not in question here. However, it is necessary for the standing of the Board that members of the public have confidence in their independence and impartiality. Even the perception of a conflict of interest in relation to a non-Executive Director can be damaging to the IPH's reputation and it is therefore essential that these are declared and explored.

Having considered your general suitability, 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 take care when submitting your application. 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:

- Clearly indicate the one or more positions you wish to be considered.
- Enclose a cover letter (no more than two pages) outlining your suitability for the position. The cover letter should specify your consideration of "*Conflicts of Interest in public health* " and confirmation that you do not have any perceived conflicts of interest likely to interfere in your ability to play an active role on the Board.
- Enclose your Curriculum Vitae (no more than four pages)

Ensure your cover letter (and supporting CV) clearly specifies how your particular background and experience meet the requirements of either position(s) specified in this booklet. 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 either position. 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 jobs@publichealth.ie, which is a confidential account.

Your submission should be made via this link: publichealth.ie/vacancies

8. Assessment Process

An Assessment Panel (the "Panel") will be convened by IPH to consider and assess the applications received by IPH. The Panel will:

- Review and discuss the applications 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 IPH requiring statutory declarations from shortlisted applicants as to the bona fides of the qualifications and experience contained in their applications).
- The panel will arrive at a shortlist of the most suitable qualified candidate(s) (based on the information provided by the candidate). The panel will consider the needs of the Board and on this basis, the panel will determine which candidate(s) will be sent forward for consideration by the relevant nominating member, the Department of Health in Ireland or the Department of Health in Northern Ireland.
- Up to end August 2024, the panel will, upon a request from the Board, assess any vacancies against the list of most suitably qualified candidates and the identified skills needed on the Board. In each instance, the panel may send the name(s) of candidate(s) to the nominating member for consideration for appointment. The IPH reserves the right to undertake a further call for nominations if there are no suitably qualified candidates in relation to a Board vacancy.

Please note that IPH will not be responsible for any expenses incurred by candidates as part of our selection process.

9. Confidentiality

All enquiries, 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.

10. Data Protection

For further information on data protection and the Institute of Public Health privacy policy, please follow this link: publichealth.ie/privacy-policy/

Sharing Information:

Outside of the relevant recruitment team, the information provided in your application will only be shared for progressing the competition for which you have applied for, with a designated short-listing and/or interview board.