



Information Booklet

**Expressions of Interest for the
positions of Chairperson
and Deputy Chairperson of the Board
(Non-Executive Directors) of the
Institute of Public Health CLG**

Closing Date for Applications: Tuesday 1 November 2022, Midday

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1. Overview

Call for expressions of interest for the positions of Chairperson and Deputy Chairperson of the Board (Non-Executive Directors)

Entity:	Institute of Public Health CLG
Board Meeting location(s):	Online, Hybrid in Ireland or Northern Ireland
Number of vacancies:	2
Positions vacant	Chairperson of the Board Deputy Chairperson (who will also be Chair of the Audit and Risk Committee)
Remuneration:	Chairperson €11,970 / Stg £8,140 per annum Deputy Chairperson €9,830 / Stg £6,690 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). Expenses incurred in the performance of duties will be reimbursed in line with the Institute of Public Health's internal procedures.
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:	Tuesday 1 November 2022, Midday

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 Departments 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 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 private company limited by guarantee.

The Board is collectively responsible for the long-term sustainability of the body. 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

The Board currently has one committee (an Audit and Risk Committee). It plans to establish two other committees 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 Chairperson and Deputy Chairperson of the Board of Directors.

The Chairperson is responsible for the leadership of the Board of Directors and ensuring its effectiveness in all aspects of its role. The Deputy Chairperson, in addition to being available to chair Board meetings in the absence of the Chairperson shall be the Chair of the Audit and Risk Committee. Both the Chairperson and Deputy Chairperson should display high standards of integrity and probity and set expectations regarding culture, values, and behaviours for the Institute of Public Health and for the tone of discussions at Board level.

Chairperson

The Chairperson's principal duties are to:

- ensure that the Board has clear objectives, strategies and plans
- ensure the orderly operation of the Board, including compliance with its statutory obligations and accepted best practice
- be the primary link between the Board and the CEO and between the Board and the relevant Department
- advise the Department whenever the Chairperson is of the view that specific skills are required on the Board
- promote a culture of openness and debate by facilitating the effective contribution of key management and all Board members
- determine whether a member of Board has a disclosable interest in a matter coming before the Board
- ensure the Board receive accurate, timely and clear information
- ensure effective communication with all stakeholders and represent the Board publicly

The ideal candidate should:

- Reflect and uphold the values of the Institute of Public Health
- Believe in the purpose and goals of the Institute of Public Health
- Have relevant State Board experience
- A demonstrable understanding of the corporate governance framework for public bodies in Ireland or Northern Ireland
- Sectoral knowledge and experience at an appropriately senior level
- Extensive experience in Corporate Governance and Strategic Planning

Deputy Chairperson

The role of the Deputy Chairperson is to chair Board meetings in the absence of the Chairperson. The Deputy Chairperson will be the Chair of the Audit and Risk Committee.

The Board has established an Audit and Risk Committee (ARC) as a Committee of the Board to support them in their responsibilities for issues of risk, control and governance by reviewing the comprehensiveness of assurances in meeting the Board's assurance needs and reviewing the reliability and integrity of these assurances.

In line with the Code of Practice for the Governance of State Bodies, the ARC acts independently to ensure that the interests of the IPH's stakeholders are protected in relation to financial reporting, and internal controls.

The Ideal candidates should:

- Believe in the purpose and goals of the Institute of Public Health
- Be currently registered as an accountant in Ireland or Northern Ireland/UK
- Preferably have financial accounting experience in the public sector in Ireland or Northern Ireland
- Have experience as a member or Chair of an Audit and Risk Committee
- A demonstrable understanding of the corporate governance framework for public bodies for public bodies in Ireland or Northern Ireland
- Experience and basic knowledge around Risk Management

For both roles, 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 Population 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 **Chairperson** are expected to typically take 25 days per annum, including time to read papers in preparation for meetings and a programme of activity to keep you in touch with the organisation's activities and priorities.

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. In addition, the Chairperson will be expected to attend a number of other meetings which require approximately 15 days per annum. There may also be additional meetings required from time to time.

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

The duties as **Deputy Chairperson** are expected to typically take 15 days per annum, including time to read papers in preparation for meetings and a programme of activity to keep you in touch with the organisation's activities and priorities.

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. In addition, the Deputy Chairperson will be the Chair of the Audit and Risk Committee, which meets four times each year. There may also be additional meetings required from time to time.

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 population 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 conflict 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. Policy development in the area of unhealthy commodities is a 'contested' space, as evidence informed health policy is often subject to a strong counter-narrative from both UCIs themselves, and their surrogates, in the shape of social aspect, public relations organisations (SAPROS). UCIs seek to shape policy directly via lobbying and utilise SAPROs to activate third party engagement via civil society and public sector agencies. As a result, it is important to differentiate between agencies working wholly in the public interest from those representing a sectoral or private interest.

In 2021, WHO initiated a new programme of action, the Economic and Commercial Determinants of Health. Mitigating conflicts of interest is an aspect of this work. (<https://www.who.int/news-room/fact-sheets/detail/commercial-determinants-of-health>)

IPH is pleased to be asked to participate in the WHO Economic and Commercial Determinants of Health webinar series in 2022/23.

IPH recognises the positive contribution to societal health and wellbeing that most private sector organisations make and their important role in the provision of fair employment and good working conditions and the growing commitment to environmental, social and governance (ESG) standards and to the UN Sustainable Development Goals.

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 request the nominating Department 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 extremely damaging to the IPH's reputation and it is therefore essential that these are declared and explored.

Having considered your general suitability for either position of Chairperson or Deputy Chairperson, 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 if you wish to be considered for the position of Chairperson, Deputy Chairperson or for consideration for both positions.
- 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 Population*" 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 consider that one position will be nominated by the Department of Health Ireland and the other position by the Department of Health in Northern Ireland.
- The panel will arrive at a shortlist of the most suitable qualified candidate(s) (based on the information provided by the candidate) to be sent forward for consideration by the respective Department of Health in Ireland and Northern Ireland.

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/](https://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.