

Candidate Information Booklet



Campaign ID 25225303 Appointments to the Board of An Bord Iascaigh Mhara (BIM)

Dublin

Minister for Agriculture, Food and the Marine

Closing Date: 15:00 on Tuesday 20th of May 2025





**State Boards Division
publicjobs**

Te 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.

publicjobs refers to Public Appointments Service established under the Public Service Management (Recruitment and Appointments) Acts 2004-2013

publicjobs also has responsibility for providing an open, accessible, rigorous and transparent system to support Ministers in making appointments to State Boards. Our dedicated website, www.publicjobs.ie, is the channel through which publicjobs 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.

Contact: State Boards

publicjobs

Email: stateboards@publicjobs.ie

URL: www.publicjobs.ie

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 2016](#) (the Code) 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 Board of An Bord Iascaigh Mhara

Location of Meetings:	Bord Iascaigh Mhara, Crofton Road, Dun Laoghaire, Dublin.
Number of Vacancies:	2 Ordinary Members
Remuneration:	<p>€7,695 per annum.</p> <p>Travel and subsistence is paid at appropriate Civil Service Rates. (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).</p>
Time Requirements:	<p>11 Board meetings per annum. Board meetings are generally of 3 hours duration and a minimum of one day's preparation per month is anticipated for the Board meetings. Successful candidates may be required to sit on the Audit and Risk Committee (3 to 5 meetings per year) or the Training and Development Committee (2 to 3 meetings per year). Each subcommittee meeting lasts approximately 3 hours.</p>

Candidates' attention is also drawn to the provisions of the Code in relation to Audit and Risk Committee membership which can be found [here](#).

1. Background

Bord Iascaigh Mhara (BIM) operates under the aegis of the Department of Agriculture, Food and Marine. BIM was established under the Sea Fisheries Act, 1952, and is the Irish State agency responsible for developing the Irish seafood industry. With its head office in Dun Laoghaire, Co. Dublin, a Seafood Innovation Hub in Clonakilty, Co. Cork, as well as regional offices around the coast, BIM has, for the last seven decades, worked to support, and develop the Irish seafood industry.

BIM's vision is to lead the Irish Seafood sector through effective support and deep expertise so that Ireland becomes the international leader in high value differentiated products that satisfy the growing demand for healthy, safe, responsibly, and sustainably produced seafood.

BIM's mission is to support and enable an increase in value-creation of an Irish sustainable seafood sector, across the supply chain, from catch to consumer.

The agency aims to do this under four goals that aim to define what it does, and to positively reshape the sector as a result:

- Invest for long-term growth.
- Protect our environment and our sector.



- Achieve more by working together with purpose.
- Develop our skills and agility.

2. Functions of the Board

The main functions of the Board include ensuring strong corporate governance of the organisation as an overarching priority and as clearly outlined in the Code of Practice for the Governance of State Bodies.

This also includes the preparation and adoption of a strategic business plan to set appropriate objectives and goals and identify relevant indicators and targets against which performance can be clearly measured. BIM has published its strategic plan online (available from: bim.ie/publications/corporate-strategy).

The Board publishes the Annual Report and Financial Statements (available from: bim.ie/publications/corporate-and-other-reports).

The Board is also involved in treasury policy and risk management policies, general tendering and purchasing procedures, the review of effectiveness of System of Internal Control, the approval of Annual Budgets and corporate plans, approving terms of major contracts, appointments of staff, investments and capital projects, protected disclosure oversight, disaster contingency plans, assessing the performance of the CEO and control of the assets of BIM.

There are two formal Committees of the Board and details are set out below:

Internal Audit and Risk Committee

While all directors have a duty to act in the interests of the State body, the Audit and Risk Committee (ARC) has a particular role, acting independently from the executive, to ensure that the interests of the exchequer and other stakeholders are properly protected in relation to financial reporting oversight, internal control, internal and external audit, risk management and corporate governance. The ARC is comprised of 2 members of the Board and 2 external members. From time to time should a vacancy on the Committee arise Board members may be requested by the Chairman to take a role on the Committee.

The main roles and responsibilities of the ARC are as follows:

- External Audit – Liaison with external auditor
- Internal Audit, internal control
- Risk management
- Corporate governance
- Financial Reporting

Training and Development Committee

The Training and Development Committee comprises two Board members and three independent members. The role of the Training and Development Committee (TADC) is to provide oversight and review of the operation of the BIM Training Unit. The TADC reports to the Board after each meeting and formally in writing annually. From time to time should a vacancy on the Committee arise Board members may be requested by the Chairman to take a role on the Committee.

The main roles and responsibilities of the TADC include but are not limited to:

- Advise on the strategic direction of the Training Unit.
- Review performance of the Training Unit.
- Oversee the evaluation of the quality of programmes.
- Review the annual operational plan and the annual quality report.
- Consider and approve new programmes at a strategic level.
- Review proposals for strategic alliances and collaborative arrangements including awarding bodies.
- Advise the BIM Board of Directors of any critical issues likely to impact on the capacity of the Training Unit to deliver appropriate training programmes.

Current composition of the Board:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Aidan Cotter	17/05/2022		16/05/2025	Chairperson	via Stateboards.ie- Appointed by the Minister
Jean Callanan	19/11/2020	19/11/2023	18/11/2026	Board Member	Reappointed by the Minister
Lisa Vaughan	21/06/2016	19/06/2022	18/06/2025	Board Member	Reappointed by the Minister
Marie Gleeson-Prior	19/11/2020	19/11/2023	18/11/2026	Board Member	Re-appointed by the Minister
George Golden	29/09/2021	29/09/2024	28/09/2027	Board Member	Reappointed by the Minister

3. Person Specification

The Minister for Agriculture, Food and Marine invites applications from suitably qualified candidates to fill two Ordinary Member positions with expertise in the areas below to An Bord Iascaigh Mhara.

Candidate's attention is drawn to the provisions of the Code in relation to the role of a Board member, where the principle states: -

- Each State body should be headed by an effective Board which is collectively responsible for the long-term sustainability of the body.
- Non-executive Board members should bring an independent judgement to bear on issues of strategy, performance resources, key appointments and standard of conduct.

Details on the role of Board Members can be found in Section 3 of the Code which can be found [here](#).

Vacancy 1: Fisheries Catching Sector

Essential

Candidates wishing to apply must demonstrate in their application evidence of experience at the appropriately senior level in the following areas:

- Extensive experience of working in or with the commercial fisheries catching sector in Ireland.
- Possesses an awareness and knowledge of the opportunities and challenges of the commercial fisheries catching sector from a strategic and practical perspective
- Experience at a senior advisory or management level.
- Understanding of public sector governance requirements.
- Economic knowledge and expertise relevant to the commercial fish sector.

Desirable

It is also desirable that candidates demonstrate evidence of experience in the following:

- Experience in strategic planning and implementation
- Engagement with fishing sector and coastal communities.



Vacancy 2: Corporate Governance and Risk Management

Essential

Candidates wishing to apply must demonstrate in their application evidence of experience at the appropriately senior level in the following areas:

- A successful career history at executive level and/or at an equivalent advisory level in a large complex organisation(s) of similar scale to BIM with experience of corporate governance and risk management.
- Leadership experience that facilitated the conduct of good corporate governance
- Ability as part of the Board to guide, challenge and support BIM management whilst also holding them to account.
- A demonstrable understanding of good corporate governance and risk management practices.
- Demonstrable knowledge of the governance and accountability structures within which the organisation operates.

Desirable

It is also desirable that candidates demonstrate evidence of experience in the following:

- Be able to bring independent and objective scrutiny to the oversight of BIM.
- Experience in strategic planning and implementation.

The Minister encourages applications from diverse, qualified candidates to ensure the Board is a true reflection of Irish society and shall have regard to the desirability for gender balance, diversity and inclusion on the Board as the Minister considers appropriate and determines from time to time when making appointments, in line with the updated Code of Practice for the Governance of State Bodies 2016.

In order to qualify for appointment a person must not have any legal impediment or conflicts of interest likely to interfere with his/her ability to assume the role of Member of the Board. Please give careful consideration to the possibility of any potential conflict of interest that may exist and address this in your cover letter. The Assessment Panel may decide, based on the perceived level of conflict, not to forward your name for consideration.

4. Term of Appointment

Appointments to the Board will be for an initial period of three years and may be extended for one further term of three years, subject to:

- The membership of any member of the Board may be terminated by the Minister at any time, on the basis of reasons to be stated by the Minister.
- A member of the Board may resign his or her membership of the Board by notice in writing sent or given to the Minister, and the resignation shall take effect on the day on which the Minister receives the notice.

- Members of the Board shall, subject to the provisions of the First [Schedule](#) of Sea Fisheries Act 1952, 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 2016 which is available here [Code of Practice for the Governance of State Bodies](#).

5. Submitting your Application

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.

Your submission should be made via the following link www.publicjobs.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 Authority 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. **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 stateboards@publicjobs.ie.

6. Assessment Process

An Assessment Panel (the “Panel”) will be convened by publicjobs to consider and assess the applications received by publicjobs. 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 the most suitably qualified candidates (based on the information provided by the candidate) to be sent forward for consideration by the Minister.

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

7. 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.

8. Data Protection

The Data Protection Act 2018 provides that the processing of personal data shall be lawful where such processing is necessary for the performance of a statutory function of a controller. PAS is mandated by statute under the Public Service Management (Recruitment and Appointments) Act, 2004 to act as the centralised assessment and selection body for the civil service and to carry out all the procedures necessary to undertake the recruitment, assessment and selection of suitable candidates for appointment. By submitting your personal data (including your name, address, contact details and details of your education and work history contained in your curriculum vitae and cover letter) via publicjobs.ie, you acknowledge that such data may be used by publicjobs and disclosed to and used by client departments, in connection with its statutory roles to assist and advise relevant Ministers in relation to appointments to the boards of State bodies. The information contained in your publicjobs profile is yours to manage, amend, update or delete as appropriate. For more detailed information on our Data Protection Policy, please see our [Code of Practice for the Protection of Personal Data in the Public Appointments Service](#).



If your application is assessed and you are considered to be suitable for appointment your c.v. and cover letter (and any additional supplementary information requested as part of the application process), will be forwarded to the State Board Liaison Officer in the relevant Department. Once it obtains your personal data, the Department will act as data controller of such data and will retain it for up to one year following the appointment/s. For more detailed information on the Department of Agriculture, Food and the Marine's Data Protection Privacy Notices, please see the following link [here](#). Unless you request the withdrawal of your application such data may be used in considering your suitability for other similar vacancies/roles that arise for a period of up to one year for this Board.

APPENDIX 1

Submitting your application:

In order to submit your application, you should take the following steps:

1. Go to www.publicjobs.ie.
2. On the bar at the top of the page, State Boards, 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.
8. If there is a supplementary question, ensure that your response complies with the word limit and that it does not contain any special characters (i.e. %, & etc.) or you may receive an error message and will be unable to submit your application.
9. Click on "continue".
10. 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.
11. You will receive an e-mail confirmation (to the address listed in your publicjobs.ie profile) to confirm that your application has been submitted.



poistphoiblí
publicjobs

publicjobs,
Chapter House,
26/30 Upper Abbey Street,
Dublin 1.
Eircode: D01 C7W6.
Phone: 01 858 7400

You can also keep up to date
on **publicjobs.ie** and follow us
on our social platforms:

