INFORMATION BOOKLET

The Nursing and Midwifery Board of Ireland (NMBI) intends to hold a competition for the purpose of recommending a person for appointment to the position of

Interim - Chief Executive Officer

Nursing and Midwifery Board of Ireland

6 Month Contract*

Closing Date & Time: 15.00, Friday 8 June 2018

Expected Interview date: 15 June 2018

The NMBI is committed to a policy of equal opportunity.

The NMBI will run this campaign in compliance with the codes of practice, published by the Commission for Public Service Appointments (CPSA) and available on www.cpsa.ie

Contact: Desiree Pierce, HR Manager, NMBI,
18/20 Carysfort Avenue, Blackrock, Co Dublin

Telephone Number: + 353 1 6398593
Email: hr@nmbi.ie
URL: www.nmbi.ie
Chief Executive Officer  
Nursing and Midwifery Board of Ireland

TITLE OF POSITION: Interim Chief Executive Officer
OFFICE: Nursing and Midwifery Board of Ireland
LOCATION: 18/20 Carysfort Avenue, Co Dublin
CONTRACT*: 6 month fixed-term contract, or until the appointment of a new CEO, whichever is the shorter.

NMBI is recruiting for an Interim CEO, with an immediate start date.

Reporting to the President and the Board, the Interim CEO will hold responsibility for the continued delivery of the Nursing and Midwifery Board of Ireland 2017-2019 Strategic Plan, during the recruitment period for a permanent CEO, which is expected to be completed within a 6 month period.

Organisation Overview:

Bord Altranais agus Cnáimhseachais na hÉireann/The Nursing and Midwifery Board of Ireland (NMBI), established under the Nurses and Midwives Act 2011, is the regulatory body for Nurses and Midwives wishing to practice Nursing/Midwifery in Ireland.

NMBI has two main objectives:

- To protect the public;
- To ensure the integrity of nursing and midwifery practices.

The principle functions of NMBI include:

- Setting of standards for the education, registration and professional conduct of nurses and midwives;
- Providing advice on the provision of safe and appropriate care to nurses and midwives, patients, family members and society;
- Maintenance of the Register of Nurses and Midwives;
- Approval of education programmes and further education programmes;
- Consideration of complaints against nurses and midwives through our fitness to practice process.

Structure of NMBI:

The Nursing and Midwifery Board of Ireland has over 50 staff, including a Senior Management Team of Director of Registration, Director of Corporate Services, Director of Professional Standards – Nursing, Director of Professional Standards – Midwifery and Director of Regulation.
The organisation currently operates under the following sections and divisions:

- Office of the CEO
- Registration Department
- Professional Standards Department
- Regulation Department
- Finance Department
- I.T. Department

As of October 2017 there were a total of 69,963 registered nurses and midwives on the NMBI Active Register along with 30,370 on the Inactive Register.

**The Board of NMBI:**

The Board comprises of 23 members with a lay majority of 12. Eight of the members are registered nurses and midwives elected by the professions representing the general, children's, psychiatric, intellectual disability, public health and midwifery disciplines, the remaining members are appointed by the Minister for Health. All Board members act in a non-executive capacity.

**The Interim CEO Role**

The Interim Chief Executive will hold responsibility for; the continued delivery of the Nursing and Midwifery Board of Ireland’s 2017-2019 Strategic Plan, implementing the decisions of the Board and delivering on legislative requirements and statutory responsibilities as set out in the "Nurses and Midwives Act, 2011". The Interim CEO will report to President of the Board supported by the Governance and Finance committee of the Board.

The Interim CEO will be responsible for:

- Working closely with the President and the Board to deliver the NMBI’s strategy, overall objectives and functions;

- Advising the Board of legal/statutory/procedural issues pertaining to the NMBI’s statutory responsibilities;

- Overseeing the maintenance of the Register of Nurses and Midwives in accordance with the requirements of the legislation;

- Overseeing compliance with all statutory duties in respect of inquiries as held by the Fitness to Practice Committee;

- Leading and managing the senior management team and staff to successfully deliver on the strategy, vision, and mission of the NMBI;

- Overseeing the successful implementation and operation of an effective performance management and development system for staff;

- Ensuring that the President and Board has timely and accurate information to fulfil its statutory obligations and functions, and are informed of all relevant issues that might affect the NMBI;
• Leading the successful implementation of Annual Business, Financial and Corporate Plans;

• Ensuring that appropriate systems, procedures and practices are in place for evaluating the effectiveness of the NMBI’s operations;

• Ensuring that appropriate risk identification, measurement and mitigation strategies are in place;

• Ensuring that the Board, all committees and sub committees are serviced in line with standing orders and associated timelines;

• Engaging with the media and the Oireachtas on behalf of the NMBI as appropriate to the role of the Interim CEO;

• Meeting with and discharging the NMBI’s accountability to the Department of Health on a regular basis as a statutory body under their aegis;

• Effective and pro-active engagement with a diverse and extensive range of stakeholders;

• The effective administration of the NMBI through the operation of appropriately resourced organisational structures;

• Leading the continued implementation of the NMBI reform programme, including the development and implementation of the new ICT registration system and a professional competence scheme or schemes for nurses and midwives;

• Leading the continuing implementation of strategic change projects associated with the 2015 Organisation Review Recommendations;

• Overseeing the effective implementation of the NMBI HR programme to support the delivery of the NMBI’s strategic goals and ongoing programme of governance and organisational change.

**The Person Specification**

The successful candidate will demonstrate the following:

• A proven track record of achievement at senior level within the health/regulatory area that demonstrates the necessary vision, leadership and management skills;

• Ability to operate effectively and credibly in a senior role and to gain respect of both the nursing and midwifery community and other key stakeholders;

• Proven track record of developing strong and effective management teams and forming strong networks with stakeholders both nationally and internationally;
• Proven track record of change management in a complex organisation;

• Strong verbal and written communication skills with the ability to communicate effectively to diverse audiences;

• The ability to effectively represent the NMBI in a number of fora and working groups both nationally and internationally;

• Strong interpersonal skills along with the ability to promote staff engagement and clear communication with staff, registrants and key stakeholders;

• The ability to reconcile significant conflicting priorities and take a balanced approach to the needs of specific groups;

• A detailed understanding of good governance practice and experience of operating in such an environment;

• Strong strategic thinking and a proven track record of strategic project delivery;

Desirable:

• Experience in strategy development within a relevant environment.

• Experience of professional regulation systems operating within the Public Service.

• A degree level qualification in regulation, business administration or a health related field. (at least a Level 8, National Framework of Qualifications) or equivalent.

The duties and responsibilities outlined are not an exhaustive list and the post holder will be required to take on other tasks and duties as required for the proper and effective performance of his/her duties.

Further information on the NMBI is available on https://www.nmbi.ie

The Key Competencies identified for effective performance at Principal Officer Higher Level are:

- Leadership and strategic direction
- Judgement and decision making
- Management and delivery of results
- Building relationships and communication
- Specialist knowledge- expertise and self-development
- Drive and commitment to public service values

Further details are available at:
https://www.publicjobs.ie/images/pdfs/Principal_Officer_Level.pdf
Eligibility to compete and certain restrictions on eligibility

Applicants should note that only citizens of the European Economic Area (EEA) may be appointed to the advertised position, should they come under consideration. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply. Applicants must therefore meet this eligibility requirement at the time they are being considered for appointment.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010)

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER are not eligible to compete in this competition. People who availed of VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013)

The Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Declaration

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.
The Selection Process

Applications must be made by submitting an on-line application and attaching a single document with the following elements included:

- **A comprehensive CV,** *(Guidelines available at: https://www.publicjobs.ie/images/pdfs/Senior_Executive_CV_Guidance.pdf)*
- **The ‘Key Achievements Form’** (max 3 pages - to include examples relevant to the Interim CEO requirements)
- **A short cover letter/ personal statement** *(i.e. no more than 2 pages)* outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position.

**Closing Date and Time:** Applications must be submitted by 15.00, Friday, 8 June 2018, to the following email address: hr@nmbi.ie

**Selection Process:**

The Selection Process may include:

- shortlisting of candidates, on the basis of the information contained in their application;
- a competitive interview;
- completion of an online questionnaire(s) & follow-up one-to-one interview;
- work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate;

**Please Note**

We acknowledge receipt of all applications. If you do not receive an acknowledgement within 1 day of applying, please email hr@nmbi.ie.

**Interview Date**

*It is expected that interviews will take place on 15 June 2018.*

**Shortlisting**

Normally the number of applications received for a position exceeds that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the NMBI may decide that a number only will be called to interview.

**References**

It would be useful if you would begin to consider names of people who would be suitable referees and that we might consult (3 names and contact details). The referees should include your current employer. The referees should be able to provide relatively recent information on your performance in a work context. You may wish to select referees that can provide such information from different perspectives or in different work contexts. Please be assured that we will only contact referees should you come under consideration after the interview stage. Successful candidates may be required to complete a number of clearance processes such as Health and Character Declaration, Garda Vetting, and any other relevant checks required for the particular role.

If you feel you would benefit from a confidential discussion about any aspect of this opportunity, please contact Desiree Pierce at 01 6398593 or hr@nmbi.ie
Principal Conditions of Service

General
The appointment is subject to the Nurses and Midwives Act 2011 and the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Civil Service and the Department of Public Expenditure and Reform.

Tenure:
This appointment is on a full-time basis, 6 month fixed-term contract, or until the appointment of a new CEO, whichever is the shorter.

Location:
Offices of the Nursing and Midwifery Board, 18/20 Carysfort Avenue, Blackrock, Co Dublin.

Salary:

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<td>Single Point</td>
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Annual Leave:
The annual leave allowance will be 30 working days a year (pro rata) exclusive of the usual public holidays.

Superannuation and Retirement:
The terms of the Single Public Service Pension Scheme will apply to this appointment. The minimum age at which pension is payable is set, initially at 66 years (rising in step with State Pension age increases to 67 in 2021 and 68 in 2028). Retirement is compulsory on reaching 70 years of age or on expiration of your contract whichever is the earlier.

Contract Arrangements:
A contract will be offered to the Chief Executive Officer on the terms and conditions determined by the Board, with the consent of the Minister for Health.

IMPORTANT NOTICE
The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

IMPORTANT NOTICE
Candidates should note that different terms and conditions may apply if, immediately prior to appointment, the appointee is a serving civil or public servant.

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.
Other important information

The importance of Confidentiality
Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence. 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.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

Deeming of candidature to be withdrawn
Candidates who do not attend for interview or other testing when and where required by the NMBI, or who do not, when requested, furnish such evidence as the NMBI require in regard to any matter relevant to their candidature, will have no further claim to consideration. Candidates are expected to provide all requested documentation to NMBI, including all forms issued by NMBI for completion, within 2 days of request. Failure to do so will result in the candidate being deemed to have withdrawn from the competition and their candidature will receive no further consideration.

Use of Recording Equipment
NMBI does not allow the unsanctioned use of any type of recording equipment on its premises or any premises related to recruitment campaigns. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes. Any person wishing to use such equipment for any of these purposes must seek written permission in advance. This policy is in place to protect the privacy of staff and customers and the integrity of our assessment material and assessment processes. Unsanctioned use of recording equipment by any person is a breach of this policy. Any candidate involved in such a breach could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act, 2004.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- Where she/he has not been appointed to a post, he/she will be disqualified as a candidate; and
• Where she/he has been appointed subsequently to the recruitment process in question, she/he shall forfeit that appointment.

Candidates’ Obligations:

Candidates must:
• Have the knowledge and ability to discharge the duties of the post concerned
• Be suitable on the grounds of character
• Be suitable in all other relevant respects for appointment to the post concerned;

and if successful, they will not be appointed to the post unless they:
• Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed
• Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Candidates in the recruitment process must not:
• knowingly or recklessly provide false information
• canvass any person with or without inducements
• interfere with or compromise the process in any way

A third party must not impersonate a candidate at any stage of the process

Contravention Code of Practice
Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

In addition, if a person found guilty of an offence was, or is a candidate at a recruitment process,
• they will be disqualified as a candidate and excluded from the process;
• has been appointed to a post following the recruitment process, they will be removed from that post.

General Data Protection Regulation (EU) 2016

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature and should you be successful certain information you provide will be forwarded to the employing organisation. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. Such information held is subject to the rights and obligations set out in the GDPR (EU) 2016/679. To make a request under the Data Protection Regulation, please submit your request in writing to:

Data Protection Officer, NMBI, 18/20 Carysfort Avenue, Blackrock, Co Dublin

Ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.

Candidates should note that canvassing will disqualify.