

Appointment to the Dental Council (Two Registered Dentists)

Closing Date: 15:00 on 15 January 2021

**Dental Council
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Dublin 2**

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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.

Appointment to the Dental Council

Location:	Dublin
Number of Vacancies:	2
Remuneration:	Nil. Travel and Subsistence is payable at Civil Service rates.
Time Requirements:	4 half to full day Council meetings per annum. The three statutory committees also meet 4 times a year for 2 hours approximately 1 month before Council meetings. Newly appointed members will be expected to participate in one or more of Council's committees

1. Background

An Chomhairle Fiaclaireachta, the Dental Council, was established under the provisions of the Dentists Act 1985. Its general concern is to promote high standards of professional education and professional conduct among dentists.

2. Functions and composition of the Dental Council

The main functions assigned to the Council under the Act are:

- To establish, maintain and publish a Register of Dentists and a Register of Dental Specialists and to provide for the registration and the retention of dentists names in these registers.
- To satisfy itself as to the adequacy and suitability of the dental education and training provided in the State's dental schools and to the standards required at examinations for primary qualifications.
- To inquire into the fitness of a registered dentist to practise dentistry on the grounds of his alleged professional misconduct or his alleged unfitness to practise by reason of physical or mental disability and to take appropriate action. The Council has power, subject in some instances to confirmation by the High Court to advise, admonish, censure, suspend, attach conditions to registration or erase a dentist's name from the Register.
- To make, with the consent of the Minister, schemes for the establishment of classes of auxiliary dental workers.
- To discharge the duties assigned to the Council pursuant to the provisions of EU Dental Directives.
- To advise the dental profession and the public on all matters relating to dental ethics and professional behaviour.
- To advise the Minister on all matters relating to the functions of the Council under the Act.

The Dental Council has a number of Statutory Committees and it is expected that members will participate in one or more of the following committees: Education and Training, Auxiliary Dental Workers Committee and Fitness to Practise Committee.

The Council also has another standing Committee called the Finance and General Purposes Committee and its membership consists of the President of Dental Council, Vice-President, and the chairs of the three statutory committees. This Committee meets about 7 times per year. Its meetings are generally held in the evening and last for 2 hours.

3. Legislative Provisions

The Dentist Act 1985 states that:

- 9.—(1) The Council shall consist of 19 members appointed in the following manner, that is to say—
- (a) two persons appointed by each of the following bodies—
 - (i) University College Cork,
 - (ii) the University of Dublin;
 - (b) one person appointed by the Royal College of Surgeons in Ireland;
 - (c) seven fully registered dentists resident in the State appointed by election by fully registered dentists;
 - (d) two persons appointed by the Medical Council;
 - (e) one person appointed by the Minister for Education;
 - (f) four persons appointed by the Minister (*for Health*), at least two of whom—
 - (i) shall not be registered dentists, and
 - (ii) shall, in the opinion of the Minister, after consultation with the Minister for Industry, Trade, Commerce and Tourism, represent the interests of the general public as consumers of dental services.

The Council elects one of its members to be President of the Council and another of its members to be Vice-President of the Council.

4. Person Specification

The Dental Council invites applications to be made to the Dental Council under Section 6(b) of the First Schedule of the Dentists Act, 1985. It would be desirable if applicants could demonstrate experience and competence in dental education, professional development, corporate governance and the evaluation of professional performance.

Applicants for this vacancy must be registered dentists.

This role requires a sense of duty, flexibility and dedication to public service. Applicants should therefore consider whether they are available to engage fully with the work of the Council and sit on its committees.

Applicants should have the following attributes:

- Effective judgement. It is important to consider diverse opinions, including the needs of the consumer, and maintain own values and opinions despite opposition and influence;
- Independent thinking and open mindedness;
- Effective communication skills;
- Ability to consider information and follow a logical sequence to make decisions, to focus on improvement
- Commitment to acting in the public interest and understanding of the role that the Dental Council plays in protecting the public.

It is desirable that candidates have:

- Knowledge of the legal and regulatory environment
- An understanding of the environment that the Dental Council operates in and its relationships with key stakeholders
- Knowledge of the Irish health system, higher education system and research.

- Knowledge of corporate governance/previous board experience

5. Term of Appointment

Under the Act, appointments to the Dental Council are for a period of 5 years or the unexpired term of office where the person is replacing a previous member subject to:

- Candidates may not serve more than two consecutive terms on the Dental Council.
- A member of the Dental Council may resign his or her membership by notice in writing sent or given to the Council, and the resignation shall take effect on the day on which the Council receives the notice.
- Members of the Dental Council 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 appointee who fills the current vacancy will serve as a member of the Council for the unexpired term of office of the person whom he/she replaces, i.e. until 12 November 2020.

The roles and responsibilities of Dental Council members are described in Code of Practice for the Governance of State Bodies (2016) which is available on the website of the Department of Public Expenditure and Reform.

A Council member shall cease to be a member of the Council 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.

6. 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. Please give careful consideration to the possibility of any potential conflict of interest that may arise if appointed to this board.

Your submission must include your **Curriculum Vitae (maximum of 2 pages)** and a **cover letter (maximum of 1 page)**. It must be emailed to the Registrar, David O'Flynn at doflynn@dentalcouncil.ie and be submitted by **3pm on Friday 15 January 2021**. Late applications will not be accepted or considered

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 ensure your Cover Letter (and supporting CV) clearly specifies how your particular background and experience meets the requirements of the Board position 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 this State Board.

If you have any questions regarding the application process please email the Registrar, David O'Flynn at doflynn@dentalcouncil.ie

7. Assessment Process

An Assessment Panel (the “Panel”) will be convened by Dental Council to consider and assess the applications received. 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 seeking 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 Dental Council

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

8. 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.

9. Data Protection Acts 1988 & 2003

Please note that your cover letter and curriculum vitae will be retained for the term of your office.

¹ The Dental Council will not be responsible for refunding any expenses incurred by candidates.