Candidate Information Booklet

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8657 Lay appointments to CORU registration boards

Location: Dublin

Client: Minister for Health

Closing Date: 15:00 on Thursday 1st October 2026

State Boards Division
publicjobs

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

The 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 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.

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Lay appointments to CORU registration boards

Location of Meetings:	Dublin and on-line
Number of Vacancies:	Due to resignations and terms of office expiring, numerous lay vacancies are, and will be, available to be filled on numerous CORU registration boards. This campaign will establish panels to fill the vacancies on the registration boards, as required. It is anticipated that the panels will remain in place for 12 months following the first appointment or until all successful candidates are appointed, whichever occurs first. Panels will be established under the different section of the Act to which appointments will be made.
Remuneration:	**Nil.** The members will serve on a part-time basis and there is no remuneration for the positions. However, members are entitled to claim travel and subsistence allowances which will be paid in respect of journeys undertaken to attend meetings of the registration boards to which they are appointed or to transact their business, in accordance with approved public sector rates.
Time Requirements:	There are up to ten meetings per year of the registration boards. Typically, these are of three hours duration with some training involved. It is important to note that ALL meetings take place within working hours. A maximum number of 10 to 12 days to support reading time for paperwork would be required. Members may be nominated to sub-committees of a registration board. Meetings of the boards will be held either virtually or in-person. Dates have been set for a minimum of two in-person meetings per year for every registration board, with the remainder of the meetings via video-conferencing/virtual. CORU provides an iPad to all members. Papers are only accessible via a secure portal on the iPad which requires internet connection. Members will need access to WiFi to participate in meetings.

1. Background

CORU is the umbrella term used to describe the Health and Social Care Professionals Council, its disciplinary committees and the registration boards established under the Health and Social Care Professionals Act 2005 for the designated professions. It is Ireland's multi-profession health regulator. Its role is to protect the public by promoting high standards of professional conduct, education, training and competence through statutory registration of the 17 health and social care professions designated under the Act.

Clinical Biochemist	Podiatrist/Chiropodist
Counsellor	Psychologist
Dietitian	Psychotherapist
Dispensing Optician	Radiation Therapist
Medical Scientist	Radiographer
Occupational Therapist	Social Care Worker
Optometrist	Social Worker
Orthoptist	Speech and Language Therapist
Physiotherapist/Physical Therapist	

The 2005 Act is being implemented on a phased basis as registration boards and their registers are being established. Twelve registration boards are currently operating for 15 professions.

Further information on CORU is available at www.coru.ie.

2. Functions of the registration boards

Each registration board has 13 members (six professional and seven lay positions) with responsibility for registration and education functions.

Each board is appointed by the Minister for Health and has collective responsibility to the public in the performance of its duties.

The main functions of the registration boards are to:

- Establish and maintain registers of members of the designated profession(s).
- Approve qualifications required for registration.
- Decide on applications for registration.
- Set the standards of performance and the code of conduct and ethics expected of registrants.
- Give guidance to registrants concerning:
  - ethical conduct.
  - practice of the profession.
  - continuing professional development.
- Monitor the continuing suitability of existing programmes for the education and training of applicants for registration.

- Approve new programmes for the education and training of applicants for registration.
- With the approval of the Council, conduct research into education and training relating to the practice of the profession.
- Maintain statistical records which must be available for research and planning.
- Decide on applications for the recognition of qualifications gained outside the State in the board's function of competent authority under Directive 2005/36/EC on the recognition of professional qualifications.

3. Person Specification

The Minister for Health invites applications from suitably qualified and experienced candidates for appointment to existing and upcoming lay positions on various CORU registration boards

Candidates' attention is drawn to the provisions of the Code of Practice for the Governance of State Bodies 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 of Practice for the Governance of State Bodies which can be found here.

It is proposed to establish panels to fill vacancies arising in the following lay positions on the registration boards:

- Representative of the interests of the general public;
- Representative of the management of the public health sector, the social care sector or both sectors; and
- Representative of the management of a voluntary or private sector organisation concerned with health or social care.

Essential

Candidates must demonstrate evidence of experience of the Irish healthcare system as well as experience of one or more of the following:

- Corporate governance
- Risk management
- Change management

- Strategy development
- Regulation knowledge/experience
- Evidence of an ability to work with others and build consensus with a broad range of stakeholders
- Evidence of experience working for the public interest or demonstrating public accountability.

Also considered desirable would be:

- Previous experience of board membership
- Legal or financial expertise
- Regulatory law
- Information Technology
- Healthcare management

The Minister encourages applications from diverse, qualified candidates to ensure boards are a true reflection of Irish society and shall have regard to the desirability for gender balance, diversity and inclusion on a 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 a member of a registration 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.

On foot of this campaign, successful candidates will be placed on a list to be retained by the Department for a period of up to one year and which may be extended in exceptional circumstances.

4. Term of Appointment

- Members of a registration board hold office for a term of up to four years from the date of their formal appointment. No person may hold office as a member of a registration board for more than two consecutive terms.

- The membership of any member of a registration board may be terminated by the Minister at any time, based on reasons to be stated by the Minister.

- A member of a registration board may resign his or her membership of a registration board at any time by giving to the chairperson of the board written notice of resignation signed by the member. A resignation shall take effect on the date of the registration board's meeting next held after receipt of the written notice of resignation.

Members of a registration board shall, subject to the provisions of the Schedule 2 of the Health and Social Care Professionals Act 2005 (as amended), 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.

- A board member shall cease to be a member of a registration board 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 or elected to the European Parliament.

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:

i. *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*

ii. *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 publicjobs 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. Protected Disclosures

The publicjobs Protected Disclosures Policy (including Reporting Options for all those covered by the Policy) is available here.

9. 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 publicjobs.

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. 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

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 navigate to State Boards and click on ‘Available Appointments’ on the dropdown menu.
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’ button in the top right or at the bottom of the page.
5. Clicking ‘Apply’ will bring you to the registration page of our recruitment platform.

   (a) If you are accessing our recruitment platform for the first time you must register to create a new profile. Follow the instructions under ‘Register’ and click ‘Submit Registration’ to register your profile. You will have to complete an email verification step to complete your registration. Follow the link sent to the email address associated with your new account to verify your email. You can now login to your new account as detailed below.

   (b) If you already have an account, please select the 'Login' button in the top right-hand corner or the ‘Login’ link at the bottom of the registration page.
6. Clicking ‘Login’ will redirect you to the login page. Follow the instructions to login to your account. Your username will be the email address associated with your account, and your username and password are case sensitive.
7. Once you login a form will appear on your screen. Follow the instructions on each page and answer all required questions (marked with an asterisk ‘*’). If you have submitted an application through the platform before, some text boxes will be populated with the information you entered on your most recent application.
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. You will be required to upload your CV and Cover Letter under the section titled ‘Additional Documents’. These are required documents, and your application cannot be processed without them. Once you have selected these and uploaded them, please click on the ‘Save and Continue’ button at the bottom of the page.
10. Once you have completed your application, please press ‘Submit’ on the final page. The system will highlight any areas which require updating if there are any errors.

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.

Please visit the Help Centre if you have questions or encounter technical difficulties navigating the site or making your application.

publicjobs will primarily send communication through your publicjobs candidate portal and email. Please check your candidate portal on a regular basis as email notifications of updates on the campaign issued to your candidate portal may sometimes be filtered into your Junk/Spam email folders (or 'Promotions' in the case of Gmail).

The onus is on each applicant to ensure that they are in receipt of all communication from publicjobs. publicjobs accepts no responsibility for communication not accessed or received by an applicant. It is strongly recommended that you do not change your email address or mobile phone number during the course of this campaign, as any email/text message notification will be sent to the email address/telephone number originally supplied by you.

Register to be notified about future Board vacancies:

If you are interested in hearing about future board vacancies, you can keep up to date by using the job alert feature to be notified when new roles become available. To set up a job alert for appointments to State Boards and other Board vacancies follow the steps below:

- Log in or create an account (see Appendix 1 for instructions on registering a new account).
- Once you have logged in, navigate to your profile settings which can be found by clicking your name in the top righthand corner of your screen.
- Under the 'Profile Options' menu select the 'Alert Centre' option.
- Click 'Create New Job Alert'
- Name your job alert in the 'Alert Title' field. This can help you keep track of your alerts should you set up more than one.
- To direct the system to notify you when new State Board and other board roles become available select the following options under 'Category': 'Membership of a State Board' and ''Membership of a Board'.
- Select the preferred length of time you would like to receive the job alert for under 'Time Limit' field. Please note that a job alert cannot be set up indefinitely and will need to be renewed once your selected time limit has elapsed.
- Click 'Save' to begin receiving your job alert.

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