Candidate Information Booklet

poistphoiblí publicjobs

8565: Appointments to the Board of the Assisted Human Reproduction Regulatory Authority

Location: Dublin

Client: Minister for Health

Closing Date: 15:00 on Tuesday, 22nd of September 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.

Appointments to the Board of the Assisted Human Reproduction Regulatory Authority

Location of Meetings:	Dublin
Number of Vacancies:	3
Remuneration:	€5,985 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).
Time Requirements:	The Board is required to hold as many meetings as are necessary for the performance of its functions, but at least 4 per annum. As a new agency and as the first Board to be appointed to the AHRRA, a more extensive time commitment is proving to be necessary. In the period from appointment to end-April 2026, the Board met on a monthly basis with both online and in-person meetings. It is likely that this commitment will continue into 2027. The Board is also required to establish a number of committees to assist and advise it on matters relating to its functions. A People and Culture Committee was recently established and it is expected that an Audit, Risk and Governance Committee will be established shortly. Further committees will be established in the future. Board members will be requested to become members of one or more committees of the Board and additional time will be required for preparation and attendance at such committees of the Board. A minimum of 10-12 days for preparation for Board and subcommittee meetings should be expected.

.

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

The Health (Assisted Human Reproduction) Act 2024, signed into law on 2 July 2024, provides for the introduction of a new regulatory environment for a wide range of complex practices in respect of surrogacy and donor-assisted human reproduction procedures and practices.

The establishment of the Assisted Human Reproduction Regulatory Authority ("the AHRRA") was provided for in Part 9 of the Act.

On 6 October 2025, the Minister for Health signed orders which brought the AHRRA into existence as and from 13 October 2025, and a Board was also appointed from that date.

Section 126 of the Health (Assisted Human Reproduction) Act 2024 makes provision for the membership of the Board of the AHRRA. The Act provides that the AHHRA shall have a Board of 11 members as follows:

a) a chairperson
b) 10 ordinary members

All members of the Board are appointed by the Minister for Health.

In accordance with the Act, the Minister for Health appointed the first chairperson and 8 ordinary members to the Board as and from 13 October 2025.

The AHRRA is a statutory, independent, evidence-based, regulatory agency. Its function is to protect, promote and, insofar as practicable, ensure the health and wellbeing of (a) children born, or to be born, as a result of AHR treatment, (b) persons undergoing, or about to undergo, AHR treatment, and (c) intending parents.

The Act will regulate the provision of treatments or procedures, including such treatment or procedure for the purposes of surrogacy within or, in relation to certain persons connected with the State, outside the State, that involves the handling of gametes, embryos or tissues, or any combination thereof, for the purposes of establishing, or preserving the possibility of establishing, a pregnancy (to be known as "AHR treatment").

The Act will prohibit a person from providing AHR treatment in the State unless the person holds a licence granted by the AHRRA authorising the person to provide the AHR treatment concerned. The AHRRA will also be responsible for licensing research involving embryos, the derivation, collection, storage or use of embryonic stem cells or stem cell lines or the derivation, collection, storage or use of induced pluripotent stem cells or stem cell lines.

The Act provides for a comprehensive regulatory scheme (including the suspension or revocation of licences granted under the Act and the imposition of, inter alia, pecuniary sanctions on holders, or certain former holders, of licences) overseen by the AHRRA.

The Act also includes provisions in respect of domestic surrogacy and the regulation of future surrogacy arrangements undertaken by Irish residents in other jurisdictions and the recognition of parentage arising from certain past domestic and international surrogacy arrangements ('retrospective surrogacy' provisions). Development of further legislation to

address outstanding issues of parentage and citizenship and which will make other necessary amendments to various sections of the existing Act, including in respect of 'retrospective surrogacy' provisions, is underway.

Part 9 of the Act sets out the functions, roles and responsibilities, respectively, of the Authority to be established, and the Board and the CEO to be appointed under the Part.

While the Board has been in place since 13 October 2025, and has met on a number of occasions, the AHRRA has come into legal existence relatively recently. As a new State Board in an entirely new State agency, the Board has undertaken comprehensive governance training so that the appropriate policies, systems and processes necessary for the oversight, governance and regulation of assisted human reproduction services in Ireland can be put in place as soon as possible.

Since it is a function of the Board to appoint employees in the AHRRA, the Board also prioritised appointment of a CEO with a successful candidate recently appointed who took up the post on 1 April 2026.

Working under the direction of the Board, the new CEO's focus will be on putting in place the necessary systems, structures and processes necessary to getting the AHRRA operational and in a position to deliver on its statutory functions as soon as practicable. This includes recruitment of a team to the AHRRA.

2. Functions of the Board

The Act sets out that the function of the Board is to

- Ensure that the functions of the AHRRA are performed efficiently, effectively and to the highest standards;
- set the strategic objectives of the AHRRA consistent with those functions, and
- Ensuring that appropriate systems and procedures are in place to perform those functions and achieve those objectives.

The responsibilities of the Board include, but are not limited to the following

- Planning - setting the strategic objectives of the AHRRA consistent with the statutory functions in the Act and approval of annual plans and budgets;
- Oversight - satisfying itself that appropriate systems and procedures are in place to perform the AHRRA's functions and achieve the AHRRA's strategic objectives, monitoring implementation of plans and budgets, and evaluation the AHRRA's performance;
- Codes - approving the AHRRA's Code of Governance and Code of Conduct for the AHRRA ;
- Delegation - approving the delegated authority framework, policy and instrument of delegation to the CEO;
- Board Committees - approving the establishment of Board Committees;

- Significant Policies - approving Risk management framework and policies and approving AHRRA's statement of risk appetite;
- Annual Report and Annual Financial Statements - adopting the AHRRA's annual report and annual financial statements;
- Staffing – appointment of staff to the AHRRA;
- Finances – oversight of expenditure, approval of banking arrangements, approval of significant acquisitions of assets or capital expenditure, approving the appointment of external auditors (other than the Comptroller and Auditor General), approving terms of major contracts.

Current composition of the Board:

Name	First Appointed	Reappointed	Expiry Date	Position type
Brian Tobin (Dr)	13/10/2025		12/10/2029	Member
Ciara Merrigan	13/10/2025		12/10/2029	Member
David Crosby (Prof)	13/10/2025		12/10/2029	Member
Deirdre Madden (Prof)	13/10/2025		12/10/2029	Chairperson
Julie Kenneally	13/10/2025		12/10/2029	Member
Mary Wingfield (Prof)	13/10/2025		12/10/2028	Member
Roisin Molloy	13/10/2025		12/10/2028	Member
Samantha Doyle (Dr)	13/10/2025		12/10/2028	Member

3. Person Specification

The Act requires that members of the Board have sufficient expertise and experience relating to

(a) matters connected with the functions of the AHRRA, **or**

(b) corporate governance and management generally.

The Minister for Health invites applications from suitably qualified candidates to fill the positions of Ordinary Member to the Board of the Assisted Human Reproduction Regulatory Authority who have expertise in corporate governance and management generally.

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.

Essential

Candidates wishing to apply must demonstrate in their application evidence of significant senior executive and/or non-executive board level and/or academic/research/policy experience in **at least two** of the following areas:

1. **Financial Management**

- Significant experience in corporate financial management and/or accountancy within a large organisation, State Board, or comparable agency.
- Significant senior-level experience in financial management, supported by a relevant qualification in finance, accounting, or a related discipline, and demonstrated expertise in contemporary financial management practices.
- Demonstrated senior executive and strategic financial leadership experience, with the ability to provide high-level financial oversight, strategic advice, and sound governance.

2. **Corporate governance and Risk Management**

- Significant senior management experience in corporate governance and accountability within the Irish public sector, including demonstrated expertise in risk management.
- Significant senior-level experience in audit, risk management, and organisational governance, with the ability to provide strategic oversight and assurance.
- Demonstrated understanding of the Code of Practice for the Governance of State Bodies and its application to effective governance and accountability.

3. **Human Resources and/or Organisational Development**

- Significant senior-level experience in leading organisational development, including contributing to strategic reviews, organisational transformation, and the design and delivery of strategic change initiatives.
- Significant leadership experience in a Human Resources or People and Culture function within a large and complex organisation, with responsibility for developing and implementing strategic people initiatives.

4. **Senior Leadership/Management Experience**

Significant executive and leadership experience within a State agency, public body, or comparable organisation, with responsibility for strategic direction, organisational performance, and governance.

- Significant professional experience in a senior leadership or management role

5. **ICT, Cyber Security and/or Artificial Intelligence**

- Significant senior-level experience in information and communications technology (ICT), digital transformation, and data analytics.
- Demonstrated expertise in the development, management, or governance of relational databases and the provision of large-scale or national information systems and registers.
- Experience in the strategic deployment of artificial intelligence (AI) and emerging technologies to enhance service delivery, improve customer experience, and drive organisational innovation.
- Significant experience in cyber security, information security, and threat protection, including the management of cyber risk and organisational resilience.

6. **Services Regulation and compliance**

- Significant senior-level experience in the regulation of services, including the development, implementation, or oversight of regulatory frameworks.
- Demonstrated experience in fostering and embedding a culture of regulatory compliance, safety, and continuous improvement within service provision or industry settings**.**

Desirable Criteria

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

- Board experience - previous experience of serving on an executive or non-executive Board
- experience of best practice in governance, risk management and regulation and compliance
- A proven record of achievement which demonstrates leadership skills
- Proven ability to communicate effectively and manage relationships with multiple stakeholders in a complex environment
- An understanding of the workings of state agencies, the public sector, and the mechanics of government

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 Ordinary 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.

7. Term of Appointment

Appointments as ordinary members of the Board, as the Board first constituted

- 2 ordinary members shall hold office for a period of 3 years from the date of appointment to the office,
- 1 ordinary members shall hold office for a period of 4 years from the date of appointment to the office (section 126 (5))

The above terms may be extended for one further term (section 126(6)), 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 (section 130).
- 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 (section 126(8)).
- 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 person is ineligible to become a board member and 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 or to be a member of the European Parliament or elected or nominated to a local authority.

8. 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.

9. Assessment Process

An Assessment Panel (the "Panel") will be convened by publicjobs to consider and assess the applications received by publicjobs. The Panel will:

1. review and discuss the expressions of interest received against the specific appointment criteria for the role, as advertised in this Information Booklet;
2. 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).

3. 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.

10. 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.

11. Protected Disclosures

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

12. 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.

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: