

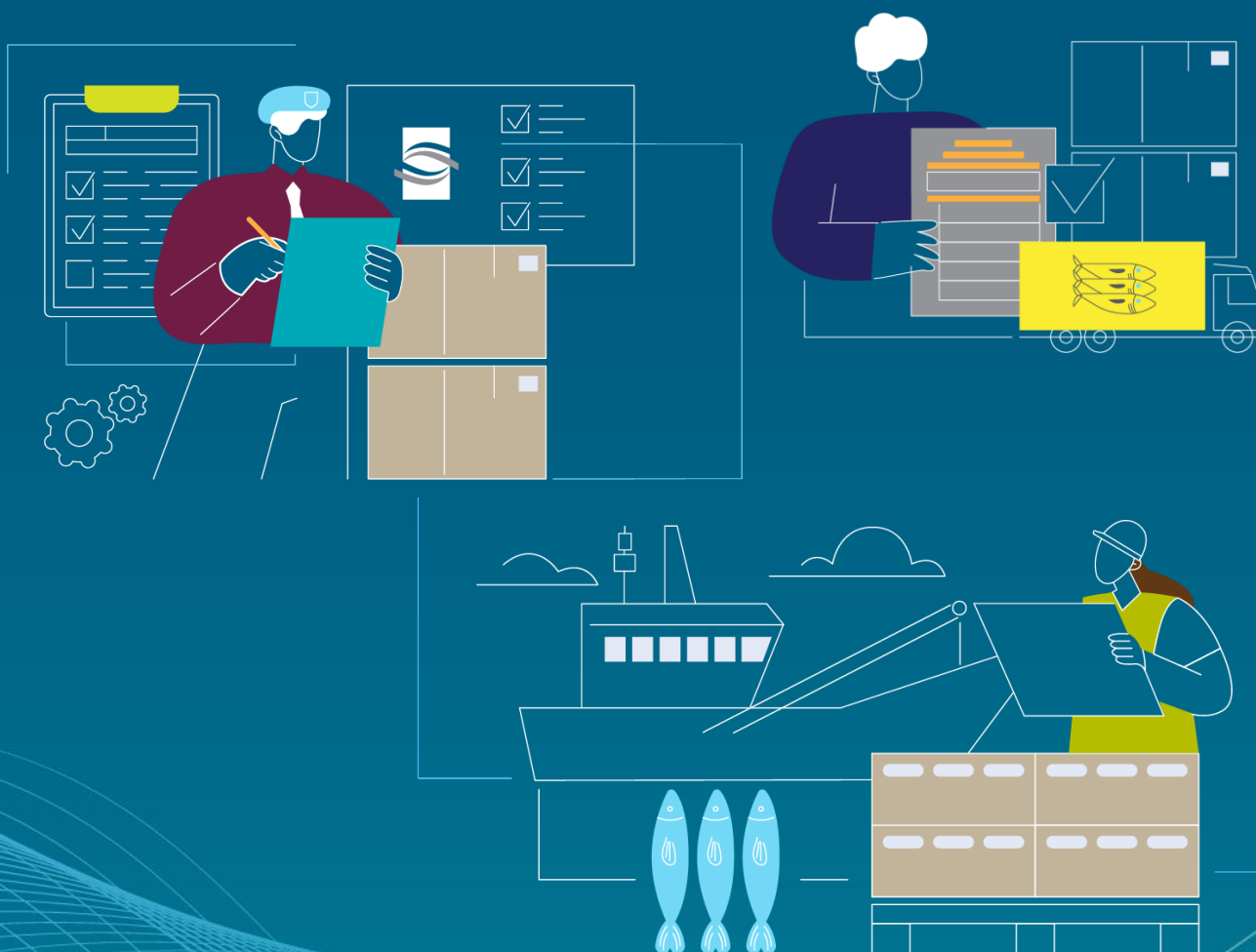


AN t-ÚDARÁS UM
CHOSAINT
IASCAIGH MHARA

SEA-FISHERIES
PROTECTION
AUTHORITY

Expression of Interest

Audit & Risk Committee External Chairperson



BIA MARA SÁBHÁILTE INBHUNAITHE
SAFE SUSTAINABLE SEAFOOD

Audit & Risk Committee Chairperson

The Sea-Fisheries Protection Authority (SFPA) is seeking expressions of interest from experienced and suitably qualified persons who are willing to offer their services as an external Chairperson of the SFPA Audit & Risk Committee.

This is a non-executive and voluntary role to support the Authority's compliance with corporate governance, financial management and public sector best practice.

Location: Clonakilty, Co. Cork

Closing date: 24 November 2025 @ 5pm



Who We Are

The SFPA was established in 2007 under the provisions of the Sea-Fisheries and Maritime Jurisdiction Act 2006 and is Ireland's competent authority tasked with protecting the sustainability of sea-fisheries in our Exclusive Economic Zone and ensuring food safety for consumers as well as underpinning seafood trade – our role is to regulate the seafood sector to support safe and sustainable seafood.

It is governed by an executive structure known as the Authority. The Authority consists of a Chair and two Authority Members. The SFPA also has a Management Board consisting of the Authority members and Principal Officers.

The SFPA is a public body under the aegis of the Department of Agriculture, Food and the Marine. With headquarters in Clonakilty, County Cork, the SFPA also has offices in the major ports around the coast, at Killybegs, Greencastle, Ros a' Mhíl, An Daingean, Castletownbere, Dunmore East and Howth.



Our Work

The Sea-Fisheries Protection Authority (SFPA) carries out a number of functions, including protecting and conserving fisheries resources for long-term use; promoting compliance with sea-fisheries legislation; and ensuring seafood safety.

The continued health of Ireland's economy and coastal communities is dependent upon its natural resources being used sustainably. It is important for Ireland to have well managed fisheries and the SFPA engages with the fishing industry to promote compliance with the essential requirements of the legislation.

SFPA supports a sustainable and profitable commercial fishing sector, while protecting and conserving fisheries resources for long-term exploitation.

Further information on the work of the SFPA can be found on our [website](http://www.sfpa.ie).



Our Vision and Mission

Our Vision

To be an effective regulator enforcing sea-fisheries and seafood safety law, supporting sustainable fishing, ensuring safe seafood for consumers and enabling Irish Seafood Trade.

Our Mission

The SFPA is committed to the application of sea-fisheries and seafood safety law which underpins Sea-Fisheries sustainability and safe Irish seafood for consumers both at home and abroad.

The SFPA Strategic Plan 2024-2026 is available [here](#).

Our Values

Integrity
Independence
Impartiality
Innovation
Inclusivity

Goals



GOAL 1

Protection of Sea-fisheries and Seafood Safety

To protect sea-fisheries sustainability and seafood safety through effective promotion of compliance and enforcement of regulation.



GOAL 2

Organisational Excellence

To advance organisational efficiency through best-in-class support for staff, processes, systems and data, governance and risk management.



GOAL 3

Communication and Engagement

To demonstrate expertise and leadership in the sea-fisheries and seafood sectors through communication, partnership, advocacy and advice.

Role of the Audit & Risk Committee

The purpose of the SFPA Audit & Risk Committee is to assist the Authority in fulfilling its overseeing responsibilities relating to:

- the integrity of the financial system including the financial reporting process,
- the risk management process,
- the system of internal control,
- the relationship with the Comptroller and Auditor General (C&AG),
- processes and internal controls for monitoring compliance of implementation of Official Controls in the areas of sea-fisheries, seafood safety, Health and Safety and other relevant laws and regulation,
- the Sea-Fisheries Protection Authority code of conduct; and
- performance of the Authority's technical and corporate internal audit function and associated independent auditors.

Membership and Meetings

The Audit & Risk Committee comprises a Chair and four independent non-executive members. The Audit & Risk Committee meets at least six (6) times per annum.



Candidate Criteria

Qualifications:

It is desirable that the appointee has an accounting and/or audit qualification or further qualifications in corporate governance and/or risk management. An appointee will be expected to quickly become familiar with relevant systems and frameworks.

Experience:

It is essential that the appointee has relevant leadership experience that demonstrates their competency to effectively discharge the role of chairing the Audit & Risk Committee of a Public Body, as well as a record of achievement in interpretation and/or audit of accounts and in discharging a financial, corporate governance or risk management role in either a private or public sector body. A thorough understanding of the Code of Practice for the Governance of State Bodies and of public sector financial and governance frameworks is desirable. The appointee should ideally possess prior knowledge or experience of fisheries legislation and practice as well as a knowledge of the technical, legal and economic issues which impact sea-fisheries and seafood safety in Ireland.

Independence:

The member will not have any personal or professional interest or relationship which could conflict with the unbiased discharge of the role. They will not be a staff member of SFPA. The appointed person is expected to bring an independent eye to the oversight role of the Committee.



The Role

The Chairperson of the Audit and Risk Committee has responsibility for ensuring that:

- The Audit and Risk Committee is appropriately resourced.
- The Committee reviews Internal Audit Reports and management responses and ensures that actions are followed up.
- Reports to the Committee contain relevant information and are provided at the right time in an appropriate format.
- Absent Committee members are briefed on meetings and attendance records are maintained and reviewed annually.
- Matters arising are reported on at each subsequent meeting.
- They are involved in the appointment of new Committee members; and
- They shall ensure that the ARC's activities are aligned with the strategic priorities of the SFPA and regulatory requirements.

Duration and Terms of Appointment

The appointment is for an initial term of three years. Members may be re-appointed for a maximum of one further term.

Remuneration

Travel and subsistence expenses associated with attendance at Audit & Risk Committee meetings will be reimbursed in accordance with public sector rates as provided for in the SFPA travel and subsistence policy.

Any further payments will be in accordance with public sector rates established and approved by the Department of Public Expenditure, Infrastructure, Public Service Reform and Digitalisation and will also be subject to the One Person One Salary ("OPOS") principle for public servants. Such fees, where applicable are subject to taxation in line with relevant Revenue guidance and legislation.



Application Process

How to Apply:

Interested candidates should submit their CV and cover letter by email to SFPA HR sfpa-hr@sfpa.ie outlining their suitability for and interest in the role.

Appointment to the Audit & Risk Committee will be made by the Authority on the recommendation of a Selection Panel based on the criteria below.

The criteria for selection for appointment are:

- Relevant experience and qualifications, including independence and judgement, and
- Availability and capacity to meet the requirements of the role.

Closing Date:

5pm Monday 24th November

Updates regarding the campaign will be sent to the email address you provided during your application. It is the responsibility of each applicant to ensure they receive all communications from the SFPA. We recommend checking your email frequently throughout the recruitment process, including reviewing your junk or spam folders in case any messages are incorrectly filtered.

The SFPA accepts no responsibility for communication not accessed or received by an applicant.

Candidates should make themselves available on the date(s) specified by the SFPA and should make sure that the contact details specified on their application form are correct.

Selection Process:

The Selection Process may include the following:

- Submission of CV and cover letter by email to sfpa-hr@sfpa.ie.
- Shortlisting of candidates based on the information contained in their application form
- Initial/preliminary interview
- Presentation or other exercises
- A final interview

Shortlisting:

Typically, the number of applications received for a position surpasses the amount required to fill both current and future vacancies. Even if you meet the eligibility criteria for the role, if the number of applicants is too high to interview everyone, the SFPA may choose to invite only a select group for interviews.

To address this, the SFPA employs a short-listing process to identify candidates for interviews. This process involves an expert panel reviewing applications against pre-established criteria based on the job requirements. It's important to note that this does not imply that other candidates are unqualified or incapable; rather, some may simply appear more qualified or have more relevant experience based on their applications. Therefore, it is in your best interest to provide a comprehensive and accurate overview of your qualifications and experience in your CV and cover letter.

Application Process (CONTINUED)

Confidentiality:

Subject to the provisions of the Freedom of Information Act 2014 applications will be treated in strictest confidence.

Other Important Information:

The SFPA will not be responsible for reimbursing any expenses incurred by candidates.

The acceptance of an individual into a competition, an invitation for an interview, or a notification of a successful outcome does not imply that the SFPA is satisfied that the individual meets the necessary qualifications or is legally eligible for the position. Furthermore, it does not guarantee that your application will be considered further.

Therefore, it is crucial for you to understand that it is your responsibility to ensure you meet the eligibility criteria for the competition prior to attending the interview. If you attend without fulfilling these essential requirements, you may incur unnecessary expenses.

Before recommending any candidate for this position, the SFPA will conduct all necessary enquiries to assess the candidate's suitability. A final decision cannot be reached, nor can it be assumed or implied that such a decision has been made, until all phases of the recruitment process are fully completed.

If the recommended candidate declines the position, or if they accept and then withdraw, or if another vacancy occurs, the Board may, at its discretion, select and recommend an alternative candidate based on the outcomes of this selection process.

Candidates' Rights - Review Procedures in relation to the Selection Process:

The SFPA will consider requests for review in accordance with the provisions of the codes of practice published by the CPSA. The Codes of Practice are available on the website of the Commission for Public Service Appointments <http://www.cpsa.ie/>.

If a candidate is dissatisfied with any action or decision regarding their application, they can request feedback from the SFPA, when the selection process is managed by the SFPA. An initial internal review will be conducted by the candidate's recruitment contact to understand the reasons behind the unsuccessful application. The results of this review will be communicated to the candidate in writing.

To request an initial review, a candidate must write to the SFPA within 5 working days of receiving notification of the decision on their application. The SFPA will carry out the initial review without delay. If the candidate is dissatisfied with the outcome, they may resort to the formal procedures within 5 working days of receiving notifications of the outcome of the initial review.

Should the candidate not be satisfied with the outcome of the initial review, it will be referred to a Director who acts as the decision arbitrator.

The decision arbitrator will be a person unconnected with the selection process and he/she will adjudicate on requests for review. The decision of the decision arbitrator in relation to such matters is final.



Application Process (CONTINUED)

Candidates' Obligations:

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates 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 personate a candidate at any stage of the process.

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

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

Specific candidate criteria:

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on the grounds of character
- Be medically fit to perform the duties of the ARC Chairperson.
- Be suitable in all other relevant respects for appointment to the post concerned.
- 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.



Application Process (CONTINUED)

Deeming of candidature to be withdrawn:

Candidates who fail to attend interviews as scheduled by the SFPA, or who do not provide the necessary evidence requested by the SFPA, concerning any relevant aspect of their application, will forfeit any further consideration for the position

Quality Customer Service:

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem

and can take the appropriate steps to resolve it. Feedback will be provided on written request.

Data Protection Acts, 1988, 2003 and 2018:

When your application 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. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988, 2003 and 2018.

To make a request under the Data Protection Acts 1988, 2003 and 2018, please submit your request in writing to:

SFPA Data Protection Officer
SFPA
Clogheen
Clonakilty
Co Cork
P85 TX47

Or Email: SFPADataProtection@sfpa.ie

Please ensure 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.

For more information on how we retain and use your personal data, please review our Privacy Statement, which includes instructions on their right to withdraw consent at any point:

<https://www.sfpa.ie/Privacy-policy>





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An t-Údarás um Chosaint Iascaigh Mhara,
Lárionad Bia Mara Náisiúnta,
Príomhoifig, An Cloichín,
Cloich na Coillte, Co. Chorcaí,
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