Candidate Information Booklet

Please read carefully

The Environmental Protection Agency (EPA) invites expressions of interest from suitably qualified persons for the position of:

Competition Name:

Independent External Member of the EPA Audit & Risk Committee (ARC).

Location: EPA Headquarters, Wexford

Closing Date: 3:00pm on Wednesday 18th November 2026

Engaging
Enabling
Empowering

Employing Authority: Environmental Protection Agency (EPA)
Position Title: Independent External Member of the EPA Audit & Risk Committee (ARC) – Corporate Governance or Legal Background
Role: **Independent member of the EPA's Audit & Risk Committee.**
Location: EPA Headquarters, Wexford

Our Organisation

Who We Are:

The EPA is an independent regulatory body established in 1992. Its purpose is "to protect, improve and restore our environment through regulation, scientific knowledge and working with others". The EPA has a broad environmental remit and plays a key role in environmental regulation, provision of knowledge and advocacy for the environment.

Further information in relation to the EPA is available on our website www.epa.ie

Some of our staff at work:





Equality, Diversity and Inclusion (EDI)

We are committed to creating an environment that promotes equality, diversity and inclusion. Our workforce is made up of a wide range of employees with diverse backgrounds, circumstances and skills, they are our greatest asset. Through our EDI policy and our core values and behaviours we continue to demonstrate high standards in how we attract, develop and retain staff to ensure the commitment, engagement, wellbeing and performance of our workforce.

The role and how to apply

The Role:

The Audit & Risk Committee is a key element of the EPA's governance framework, providing independent assurance to the EPA Board on the effectiveness of governance, risk management, internal control, audit and assurance arrangements. The Committee supports the Board and Director General in fulfilling their governance and accountability responsibilities.

The ARC is chaired by an external member and comprises of six additional members, five of whom are external and one is from EPA management.

The successful candidate will contribute to the work of the Audit & Risk Committee by providing independent advice and oversight across a range of governance and risk-related matters, including:

- Legislative and regulatory obligations
- Corporate governance and compliance
- Risk management and internal control
- Financial governance and accountability
- Audit and assurance activities
- Ethical standards, protected disclosures and anti-fraud measures

The Committee meets at least five times each year, with additional meetings convened as required.

Essential Experience

The EPA is particularly seeking candidates with experience and expertise in the following area:

Corporate Governance and/or Legal Background

Applicants should demonstrate substantial experience in one or more of the following:

- Corporate Governance including risk and compliance management
- Internal audit or assurance
- Public sector law and environmental regulation
- Administrative law
- Regulatory enforcement
- Data protection, information governance or freedom of information
- Contract law and procurement

Desirable Experience

In addition to corporate governance/legal expertise, experience in any of the following areas would be advantageous:

- Public sector leadership and accountability frameworks
- Environmental regulation
- Cyber governance and information security

Required Competencies

- Independence and sound judgement
- Strategic thinking and an ability to challenge constructively
- High standards of integrity and professionalism
- Strong analytical and communication skills
- Experience operating at senior executive, board or committee level
- An understanding of governance and accountability within public bodies

Term of Appointment

Appointments are for a period of **three years**, with the possibility of renewal, subject to a maximum overall tenure of six years and continued independence.

Expenses

While no remuneration is attached to this position, reasonable travel and subsistence expenses incurred in attending Committee meetings, training or other approved engagements on behalf of the Audit & Risk Committee will be reimbursed in accordance with EPA policies and public sector travel and subsistence regulations. Members are expected to comply with all relevant public sector governance and ethics requirement

Commitment

Committee members are expected to:

- Attend approximately five meetings per year
- Review meeting papers in advance
- Participate in training and induction activities as required
- Maintain the highest standards of confidentiality and declaration of interests

Eligibility to Compete and Certain Restrictions on Eligibility

Eligible candidates must be:

(a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
(b) A citizen of the United Kingdom (UK); or
(c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
(d) A non-EEA citizen who has a stamp 4 or stamp 5 visa.

Applicants must satisfy all eligibility criteria for the role by the closing date of the competition.

The EPA will use the essential criteria to shortlist candidates based on the information submitted for the role of **Member of the EPA'S Audit & Risk Committee**

Applicants must demonstrate, by reference to specific achievements in their career to date that they possess the qualities, skills and knowledge required for the role of **Member of the EPA'S Audit & Risk Committee** as identified in the 'Essential requirements'.

The EPA will convene an expert board to carry out the selection process to the highest standard of best practice.

How to apply:

Applicants must supply a cover letter and CV clearly setting out their experience.

Applications will not be accepted after the closing date and late applications will be ineligible for consideration. Therefore, it is your responsibility to ensure that you have allowed adequate transmission time for receipt of your application. Applicants must ensure they retain a copy of the email submitted to including the date and time in case of any queries. Canvassing is prohibited.

Important Note: Closing Date for Applications is **3:00pm on Wednesday 18th November 2026.**

Email Instructions for Submitting your Cover Letter and CV:

The following naming convention should be used as your **email subject heading**:

Post Number and Post name: Independent External Member of the EPA Audit & Risk Committee (ARC).

Your Cover Letter and CV should be **attached** to your email using the following naming convention:

- Post name and applicant name: e.g., EPA Audit & Risk Committee - Mary Smith

Important Note: Cover letter and CV must be sent to **recruitment@epa.ie**.
Electronic applications will be accepted in Microsoft Word or a readable PDF file format. A readable PDF file format is when a Microsoft Word document is converted to a PDF document, using the 'Saved as' or 'Save a Copy' function in Word and selecting the file type as '.pdf'.

Candidates with Disabilities

The EPA welcomes applications from candidate with disabilities. Any candidate requiring any accommodation for any elements of the selection process should notify us at recruitment@epa.ie so that appropriate arrangements can be made. All information disclosed will be kept confidential.

Selection Information

The EPA will use the Information in the submission to shortlist candidates for the role of **Independent External Member of the EPA Audit & Risk Committee (ARC).**

Applicants must demonstrate, by reference to specific achievements in their career to date, that they possess the qualities, skills and knowledge required for the role.
Interviews are likely to be held in person in **November 2026.**

Confidentiality and Freedom of Information

Subject to the provisions of the Freedom of Information Act, 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. Personal information supplied by applicants may be stored by electronic means e.g., in a database, for use solely for the purposes of processing your candidature and should you be successful, retained by the EPA's HR Team for employment purposes. Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes. The provisions of the Data Protection Act, 1988 - 2018 will be fully complied with. Candidate records are retained electronically for a period of one year.

Interviews

Candidates may be invited to an in-person interview. An Interview Board will be appointed by the EPA to conduct the interviews.

References

Prior to confirming an appointment, the EPA will make all such enquires deemed necessary, to determine the suitability of the candidate. The EPA will only contact the referees provided in your submission should you come under consideration after the interview stage.

Feedback

Feedback in relation to the selection process is available on request.

Candidate review procedures in respect of the selection process

A request for review may be made by a candidate against a decision of the Agency. The review process is split into informal and formal stages. All requests for a review will be addressed using the informal process in the first instance. If, following the informal process, a candidate is subsequently not satisfied with the outcome, they can request a formal review process.