

# Appointment to the Environmental Protection Agency Advisory Committee

Candidate Information Booklet

Closing Date – 3pm, Friday 19<sup>th</sup> December 2025

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## Appointment to the Environmental Protection Agency Advisory Committee

<b>Location:</b>	Meetings typically take place at one of the Agency Offices
<b>Agency Offices:</b>	Wexford, Dublin, Cork, Castlebar, Kilkenny and Monaghan
<b>Position:</b>	Member of the Environmental Protection Agency Advisory Committee. This is a non-executive role.
<b>Number of Vacancies:</b>	1
<b>Remuneration:</b>	There is no remuneration payable for this role. Travel and subsistence is payable at the relevant Civil Service rates
<b>Time Commitment:</b>	The Committee meets four times per annum for a half day. Preparation time varies depending on the agenda. Committee members will be required to devote as much time as necessary to the duties of the Committee for the proper and efficient discharge of their duties. By applying for this position, it is assumed that the member can meet this time commitment.

### 1. Background Information on the Environmental Protection Agency

The Environmental Protection Agency is an independent public body established under the EPA Act 1992 (No. 7 of 1992) as amended. On 1st August 2014, the Radiological Protection Institute of Ireland merged with the Agency. The Agency headquarters are based in Wexford and there are Regional Inspectorates in Dublin, Cork, Kilkenny, Castlebar and Monaghan.

It has responsibility for protecting, improving and restoring the environment as a valuable asset for the people of Ireland.

The work of the Agency can be divided into three main areas:

**Regulation:** implement effective regulation and environmental compliance systems to protect, improve and restore our environment and target those who don't comply.

**Knowledge:** drive transition through our evidence and engagement work, provide high-quality, independent, transparent and timely environmental data, to inform decision-making at all levels.

**Work with others:** Collaborate and partner with others to protect our environment and health and deliver better environmental outcomes.

A copy of the Agency's annual report for 2024 is available [here](#). Further information on the Agency can be found at [www.epa.ie](http://www.epa.ie)

## 2. Executive Board of the Agency

The Agency is managed by a full time Executive Board, appointed by Government, consisting of a Director General and five Directors. The Board fulfils both the governance and management roles in the organisation.

Its activities are organised into the following five Offices with each Office reporting to a Director:

- Office of Communications and Corporate Services;
- Office of Environmental Enforcement;
- Office of Environmental Sustainability;
- Office of Evidence and Assessment; and
- Office of Radiation Protection and Environmental Monitoring.

The Executive Board is currently comprised as follows:

Director General	Ms. Laura Burke
Director, Office of Communications and Corporate Services	Mr. Darragh Page
Director, Office of Environmental Enforcement	Dr. Tom Ryan
Director, Office of Environmental Sustainability	Mr. David Flynn
Director, Office of Evidence and Assessment	Dr. Eimear Cotter
Director, Office of Radiation Protection and Environmental Monitoring	Mr. Patrick Byrne

### 3. Environmental Protection Agency Advisory Committee

The Executive Board of the Agency is assisted by an **Advisory Committee** of up to twelve members as provided for under Sections 27 and 28 of the 1992 Act, as amended. This Act and amendments can be viewed at the following [link](#).

The Committee has a wide range of advisory functions under the 1992 Act, including making recommendations to the Agency, or the Minister for Climate, Energy and the Environment, relating to the functions of the Agency. The Committee is an important resource for the Agency particularly in relation to emerging issues and matters of scientific and public concern more generally. It also provides an informed, independent perspective on the Agency's activities and is a useful sounding board for new ideas.

### 4. Appointments to the Advisory Committee

The 1992 Act, as amended, sets out the following arrangements for making appointments to the Committee:

- A. the Director General of the Agency is an ex-officio member and chairperson;
- B. between 1 and 7 members can be appointed by the Minister for Climate, Energy and the Environment from nominations from prescribed organisations. Section 27(5) of the Act sets out the broad categories of activity/expertise of organisations that may be prescribed and [S.I. No. 613 of 2015 Environmental Protection Agency \(Advisory Committee\) Regulations 2015](#) sets out the prescribed organisations; and
- C. four members shall be selected directly by the Minister for Climate, Energy and the Environment.

**Expressions of Interest are now being sought by the Minister for Climate, Energy and the Environment, for 1 upcoming vacancy on this Advisory Committee to be filled under the arrangements at C above – direct Ministerial selection. Please note that the vacancy is not on the Executive Board of the Agency.**

## 5. Functions of the Committee

The functions of the Committee are set out in Section 28 of the 1992 Act, as amended, available at the link in Section 3 and below.

(1) (a) It shall be the duty of the Advisory Committee to make recommendations to the Agency or to the Minister relating to the functions of the Agency.

(b) The Agency or the Minister, as may be appropriate, shall have regard to any recommendations made by the Advisory Committee.

(2) Without prejudice to the generality of subsection (1), the Advisory Committee may make recommendations—

(a) to the Agency in relation to—

- (i) general staff requirements of the Agency but excluding decisions in relation to particular posts, individual employees, pay, grading and conditions,
- (ii) the provision of services, including laboratory facilities, required by the Agency,
- (iii) the provision of services, including laboratory facilities, by the Agency,
- (iv) standards, guidelines and codes of practice in relation to environmental protection or radiological protection,
- (v) the research programme of the Agency, its financing and priorities,
- (vi) the annual work programme of the Agency and priorities for different elements of the work programme,
- (vii) the organization and promotion of training conferences and related matters for the purposes of environmental protection or radiological protection,
- (viii) any other matters related to the functions of the Agency,

(b) to the Minister in relation to—

- (i) the assignment of specific functions to the Agency,
- (ii) the financing of the Agency,
- (iii) the activities or classes of activities for which the Agency should have licensing functions under Part IV ,
- (iv) the assignment to the Agency of responsibility for specific environmental matters, or matters relating to radiological protection,

(v) any other matter which, in the opinion of the Advisory Committee, is relevant to the effective performance by the Agency of its functions.

(3) The Minister may consult the Advisory Committee on any matter arising in relation to his functions with respect to environmental protection or radiological protection.

(4) The Advisory Committee shall be entitled to be informed at its meetings by the Director General, or a person appointed by him for the purpose, about the work of the Agency but (subject to section 110 ) not in relation to the detail of particular cases, and provided always that disclosure of such information shall not be in breach of section 39

(5) Subject to section 110, the Advisory Committee shall not as of right be entitled—

- (a) to receive specific information in relation to the processing of an application for, or the review of, an individual licence or revised licence under Part IV, or
- (b) to have any recommendations regarding such a licence taken into account.

## 6. Person Specification

The Minister for Climate, Energy and the Environment, invites expressions of interest from suitably qualified and experienced persons for appointment as a member of the Environmental Protection Agency Advisory Committee. Candidates must clearly demonstrate, in their application, evidence of significant and relevant experience in the following areas:

- Demonstrable competencies, knowledge and experience relevant to the functions of the Committee; and
- An understanding of the general public sector operating environment.

Please give careful consideration to the possibility of any potential conflict of interest that may exist and address this in your covering letter. The Assessment Panel may decide, based on the perceived level of conflict, not to forward your name for consideration.

In addition, one or more of the following is desirable:

- An understanding of the objectives, challenges and operating environment of the Agency and its relationships with key stakeholders; and
- An understanding of relevant legislation and other rules pertaining to the Agency;

The Minister shall have regard to the desirability for gender balance on the Committee, as the Minister considers appropriate and determines from time to time, when making appointments.

## 7. Term of Appointment

The term of appointment will be for a period **not exceeding** 3 years subject to the relevant provisions of Section 27 of the 1992 Act, as amended. In particular, the following will apply:

- A member of the Advisory Committee may resign from office by letter addressed to the Minister for Climate, Energy and the Environment.
- The Minister for Climate, Energy and the Environment, may remove a member of the Committee from office if in the opinion of the Minister, the member has become incapable through ill health of effectively performing his/her duties or for stated misbehaviour or his/her removal appears to the Minister to be necessary or desirable for the effective performance by the Advisory Committee of its functions.
- A member of the Committee whose term expires by the effluxion of time shall be eligible for reappointment.
- A Committee member shall cease to be a member of the Committee if he/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.

## 8. Assessment Process

An Assessment Panel will be convened by the Department of Climate, Energy and the Environment, to consider and assess the expressions of interest received

The Panel will:

- Review and discuss the expressions of interest received against the Person Specification set out in Section 6 of this booklet having regard to the optimal balance of skills and experience most beneficial to the work of the Committee at this time.
- Assess potential candidates further once they meet the Person Specification, set out in Section 6 of this booklet, by undertaking any or all of the following steps:
  - Consideration of the written applications; and/or
  - A meeting or conference call with the potential candidate; and/or
  - Referee check; and/or

- Any other selection or verification method deemed appropriate.
- Arrive at a shortlist of suitable candidates to be sent forward for consideration by the Minister for Climate, Energy and the Environment. Please note that any expenses incurred as part of the selection process will be the responsibility of the candidate.

## 9. Submitting your Expression of Interest

Your expression of interest for appointment to the Environmental Protection Agency Advisory Committee should be emailed to [EPACommittee@DCEE.gov.ie](mailto:EPACommittee@DCEE.gov.ie) no later than **3pm on Friday 19<sup>th</sup> December 2025** accompanied by:

- i. Covering letter (no more than 2 pages); and
- ii. Curriculum Vitae.

Please insert *EPA Advisory Committee – Expression of Interest* in the subject line.

Please take care when submitting your expression of interest to ensure that the Assessment Panel is as informed as possible as to your suitability for appointment to this Committee. As the Assessment Panel will generally make its recommendations based on consideration of the documentation submitted, it is most important that you ensure that your covering letter and supporting Curriculum Vitae clearly specifies how your particular background and experience meets the person specification in Section 6 of this booklet.

## 10. Confidentiality

Subject to the provisions of the Freedom of Information Acts, 2014, applications and proceedings will be treated in strict confidence. All enquiries, 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 information, not specific to any individual, may however be extracted for general statistical purposes.

## 11. Data Protection

Assessment of your application will be managed by the Department of Climate, Energy and the Environment. By submitting your personal data for consideration under this assessment process (including your name, address, contact details and details of your education and work history contained in your curriculum vitae and covering letter and any additional supplementary information requested as part of the application process), you acknowledge that such data may be used by the Department of Climate, Energy and the Environment and those directly involved in the assessment process to assist and advise the Minister in relation to the appointment to the Advisory Committee.

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 of the successful candidate. For further information on the **Department of Climate, Energy and the Environment, Data Protection policy**, please see the **Department of Climate, Energy and the Environment, [Data Privacy Notice](#)**.

## 12. Questions on Process

If you have any questions regarding the application process, please email [EPACommittee@DCEE.gov.ie](mailto:EPACommittee@DCEE.gov.ie).

Canvassing by candidates or other persons will result in disqualification/your application receiving no further consideration.

**Appendix 1 - Current List of Members of the EPA Advisory Committee**

<b><u>Appointees from Prescribed Bodies</u></b>			
<b>Name</b>	<b>Nominating Organisation</b>	<b>Date appointed</b>	<b>Term Expires</b>
Dr Niamh Lynam Lennon	Irish Radiation Research Society	18 July 2023	17 January 2026
Vacancy			
Jerry MacEvilly	Irish Environmental Network	21 May 2024	20 May 2027
Mark Christal	Enterprise Ireland	21 May 2024	20 May 2027
Aleesha Wiegandt	National Youth Council	21 May 2024	20 May 2027
Geraldine O' Sullivan	Irish Farmers Association	21 May 2024	20 May 2027
Frances Lucy	Environmental Sciences Association	21 May 2024	20 May 2027
<b><u>Ministerial Appointees</u></b>			
<b>Name</b>	<b>Expression of Interest</b>	<b>Date appointed</b>	<b>Term Expires</b>
Vacancy			
Ali Sheridan		21 May 2024	20 May 2027
Dr Conor Talbot		21 May 2024	20 May 2027
Aisling Ryan		21 May 2024	20 May 2027