



**An Roinn Sláinte**  
Department of Health

The Department of Health requests expressions of interest for  
appointment to the position of:

**Lived Experience Member,  
National Implementation and Monitoring Steering Committee**

*for **Sharing the Vision: a mental health policy for everyone** (2020-2030)*

## **Candidate Information Pack**

**Please read carefully.**

**Closing Date: 3pm, Friday 30<sup>th</sup> August 2024**

# 1. Background

## 1.1 Sharing the Vision – A Mental Health Policy for Everyone

[Sharing the Vision \(StV, 2020-2030\)](#) is Ireland’s ambitious, multifaceted national mental health policy to enhance the provision of mental health services and supports across a broad continuum from mental health promotion, prevention, early intervention, and specialist mental health service delivery during the period 2020-2030. It builds on the achievements of *A Vision for Change*, with a focus on a wider, cross-sectoral service provision appropriate to whole population needs. StV contains 100 specific recommendations of varying complexity and timeframes.

### 1.1 The National Implementation and Monitoring Committee (NIMC)

Recommendation 99 of StV requires the establishment of a ‘whole-of-government’ National Implementation Monitoring Committee with strong service user and voluntary and community sector representation to oversee the implementation of the recommendations in the Policy and to monitor progress.

The Committee is mandated to drive reconfiguration, monitor progress, and ensure delivery of the policy commitments and implementation plan actions. The organising framework and outline implementation structure are set out in Chapter 1 of *Sharing the Vision*. Chapter 5 outlines the accountability and continuous improvement recommendations to guide implementation.

The anticipated outcomes from the work of this group include:

- Enhanced provision of mental health services for all.
- Reconfiguration of mental health services and resourcing; and
- Concrete and quantifiable progress across the four core domains of this policy.

The first NIMC was established in December 2020 and is collectively responsible for driving and overseeing the long-term implementation of StV. The NIMC comprises a Steering Committee, alongside the HSE Implementation Group, a Reference Group of lived experience, and an associated Specialist Group Panel. The first meeting of the NIMC Steering Committee occurred on 11 December 2020. The NIMC published their [Implementation Plan 2022-2024](#) for *Sharing the Vision* in March 2022. Further information on the membership and work (including minutes of relevant meetings) of the current committee is available [here](#).

According to the NIMC Terms of Reference “[m]embers may be added to the NIMC by the Minister of State on the Committee’s recommendation and may be appointed for fixed terms.... up until 2030.”

### 1.2 Role of the National Implementation and Monitoring Committee

The role of the NIMC is to:

- Drive the implementation of Sharing the Vision (StV).

- Provide the Department of Health, the HSE and other implementing bodies with advice to inform the development and implementation of the recommendations and actions in the Policy.
- Oversee and monitor the work of the HSE Implementation Group. Support and assist the HSE Implementation Group in liaising with Government departments and relevant agencies.
- Address any high-level operational and cross-sectional challenges arising in the implementation of this policy, in consultation with HSE and other implementing bodies, and in accordance with the StV Implementation Plan.
- Establish a communications framework for regular engagement with the HSE and other implementing bodies, to ensure regular updates are provided on implementation, consistent with the Policy priorities and other priorities as may be identified.
- Develop an outcome measurement framework to enable comprehensive evaluation of the policy over its lifetime and following its completion.
- Have regard to existing legislation, clinical governance and oversight, principles, and practice standards, to ensure that implementation is consistent with national standards focused on patient-centered care.
- Take account of developments in mental health treatment, in Ireland and at European and international level.
- Provide reports to the Department of Health as required, informed by implementation by the HSE and other implementing bodies.
- Organise an independent review on the implementation of the Policy on a three- year basis over the lifetime of this policy.

### 1.3 Structure of the NIMC

The [NIMC Steering Committee](#) is chaired by an independent person who has experience of the mental health system, and who provides the leadership to ensure delivery of the policy. A high-level, multi-sectoral approach has been implemented, which oversees the HSE Implementation Group, the HSE and other implementing bodies on an ongoing basis and obtains regular implementation reports across all actions.

The NIMC and the HSE Implementation Group have established various Specialist Groups who work within a specified timeframe and provide advice to the NIMC on the implementation of specific recommendations contained in the policy. The NIMC Reference Group of Service Users and Family Members (or “Reference Group”), advises the NIMC Steering Committee on the implementation of Sharing the Vision recommendations from the service user and family member perspective.

**The appointment will enhance the input of lived experience to *Sharing the Vision* policy implementation and oversight, by including an additional member of the NIMC Steering Committee, with lived experience expertise.**

At Governmental level, the Department of Health is responsible for organising secretariat support to the NIMC and works closely with the HSE, other Government Departments and agencies to communicate the priorities of the NIMC in driving implementation of recommendations. The Department works with the HSE to agree service plans and allocate finance for agreed actions on an annual basis, subject to overall Budgetary parameters. The Department advises the Minister and Minister of State on ongoing implementation and reports on the progress of the NIMC to Government Ministers and the relevant Cabinet Committee.

## 2. Qualities required for the role of Lived Experience NIMC Steering Committee Member

To be considered, you must be able to demonstrate that you have the qualities, skills, and experience to meet all the essential criteria for appointment.

### 2.1 Essential Criteria

The following are essential components of the experience/skills required for the role of lived experience member on the Steering Committee:

- Have experience of using mental health services in Ireland, or as a family member/supporter of someone who has used mental health services.
- Have an awareness of Irish mental health policy and the aims of *Sharing the Vision*
- Have ability to provide critical and constructive feedback.
- Have confidence to voice opinions and participate in group discussion.
- Have an awareness of key issues as they relate to the Irish mental health system.
- Have a commitment to the improvement of mental health service provision and mental health promotion.
- Have good communication and interpersonal skills.

## 3. Remuneration

Travel and subsistence expenses, which are properly and necessarily incurred in carrying out the role and responsibilities as a member of the Committee, will be reimbursed in line with travel and subsistence policy and rates applicable to the Department of Health.

## 4. Time commitment

- Approximately between 10 - 12 days per year (including Committee meetings (currently 4 full day meetings annually), reviewing documents and reports, attendance at additional relevant meetings/seminars etc.)

## 5. Tenure

- The appointment will be from the date of appointment to end 2027 (approximately 3.5 years), to align with the term of office of the second term of the NIMC Steering Committee (2024-2027 incl.).

## 6. Accountability

- The Chair is appointed by and is accountable to the Minister of State for Mental Health and Older People through the Department of Health.

## 7. Conflict of Interests

- Particular attention is drawn to the requirement to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as a Member of the Committee, including any business interests and positions of authority outside of the role at the Committee.
- If appointed, you will also be required to declare these interests on appointment which will be entered into a register operated by the Committee, and which may be made available to the public.

## 8. Standards in public life/Indemnity

- The successful candidate will be asked to subscribe to the Standards in Public Office Commission, Civil Service Code of Standards and Behaviour accessible at <https://www.sipo.ie/en/Codes-of-Conduct/Civil-Servants/>
- The Ethics in Public Office Act 1995 and 2001 will apply to this post.
- Indemnity as defined in the appendix General Council (GC) Report 1357 applies to members of the Committee. Indemnity is given on the basis that it only applies to the official duties undertaken by members in their work for the Committee and that they carry out their duties in a bona fide manner.

## 9. Making an application

Interested parties should submit a **Curriculum Vitae (CV) and supporting letter** as one document to [sharingthevision@health.gov.ie](mailto:sharingthevision@health.gov.ie) with **NIMC – Lived Experience Steering Committee Member** in the email subject line.

Expressions of interest will be assessed by a Department of Health selection panel and may be subject to a shortlisting process. Candidates may be invited to attend for an interview.

In making an application, please note the following:

### 9.1 Supporting letter

The Department will require you to submit a supporting letter. The supporting letter is your opportunity to demonstrate and highlight how you meet each of the criteria set out in the essential and desirable criteria sections. How you choose to present the information is up to you. However, you should aim to provide specific and detailed examples that demonstrate how your knowledge and experience matches each of the criteria. It will also benefit the selection panel if you can be clear which evidence, you provide relates to which criteria.

Please ensure your full name is clearly noted at the top of your letter and please limit your letter to two pages.

### 9.2 Declaration of interests and ensuring public confidence

If you have any business or personal interests that might be relevant to the work of the Committee and which could lead to a real or perceived conflict of interest, were you to be appointed, please provide details in your supporting letter. Should you be successful in your application, if there is anything in your personal or professional history, that if brought into the public domain, may raise questions about a conflict of interest, please provide further details in your supporting letter. Failure to disclose such information could result in an appointment being terminated.

### 9.3 Curriculum Vitae

Please ensure your CV includes your full name, title, home address, personal contact telephone numbers and personal email address that you are happy to be contacted on.

Please provide contact details for one referee who will support your application. Please indicate the relationship of the referee to you. References may be requested for short-listed candidates.

### 9.4 Indicative timetable

Closing date: 3pm on Friday 30<sup>th</sup> August 2024.

Shortlisting complete: Friday 6<sup>th</sup> September 2024.

Appointment made on or before: Friday 13<sup>th</sup> September 2024.

### 9.5 Contacts

If you require further information regarding the role of the Committee, or the application process, please contact the NIMC Secretariat, by email at: [sharingthevision@health.gov.ie](mailto:sharingthevision@health.gov.ie)

### 10.6 Data Protection

All personal data transmitted to the Department of Health for appointment to the NIMC Steering Committee in the role of Chair will be processed and stored in line with data protection legislation.

The personal data will be used for the purpose of selecting new members of the National Implementation and Monitoring Committee only. The lawful basis for this data processing is the public interest of an official authority. Access to this personal data will be limited to members of the Department of Health Mental Health Unit and the Selection Committee only. Personal data relating to the Committee will be retained securely for the duration of their terms and destroyed upon completion. All other applications will be destroyed after the selection process has been completed. Further information on processing of personal data in the Department of Health and the contact details for the DPO can be accessed [here](#).