ODGERS
WHERE LEADERSHIP MATTERS

CANDIDATE BRIEF FOR THE POSITION OF:

Chief Executive Officer National Standards Authority of Ireland (NSAI)

OCTOBER 2026



NSAI

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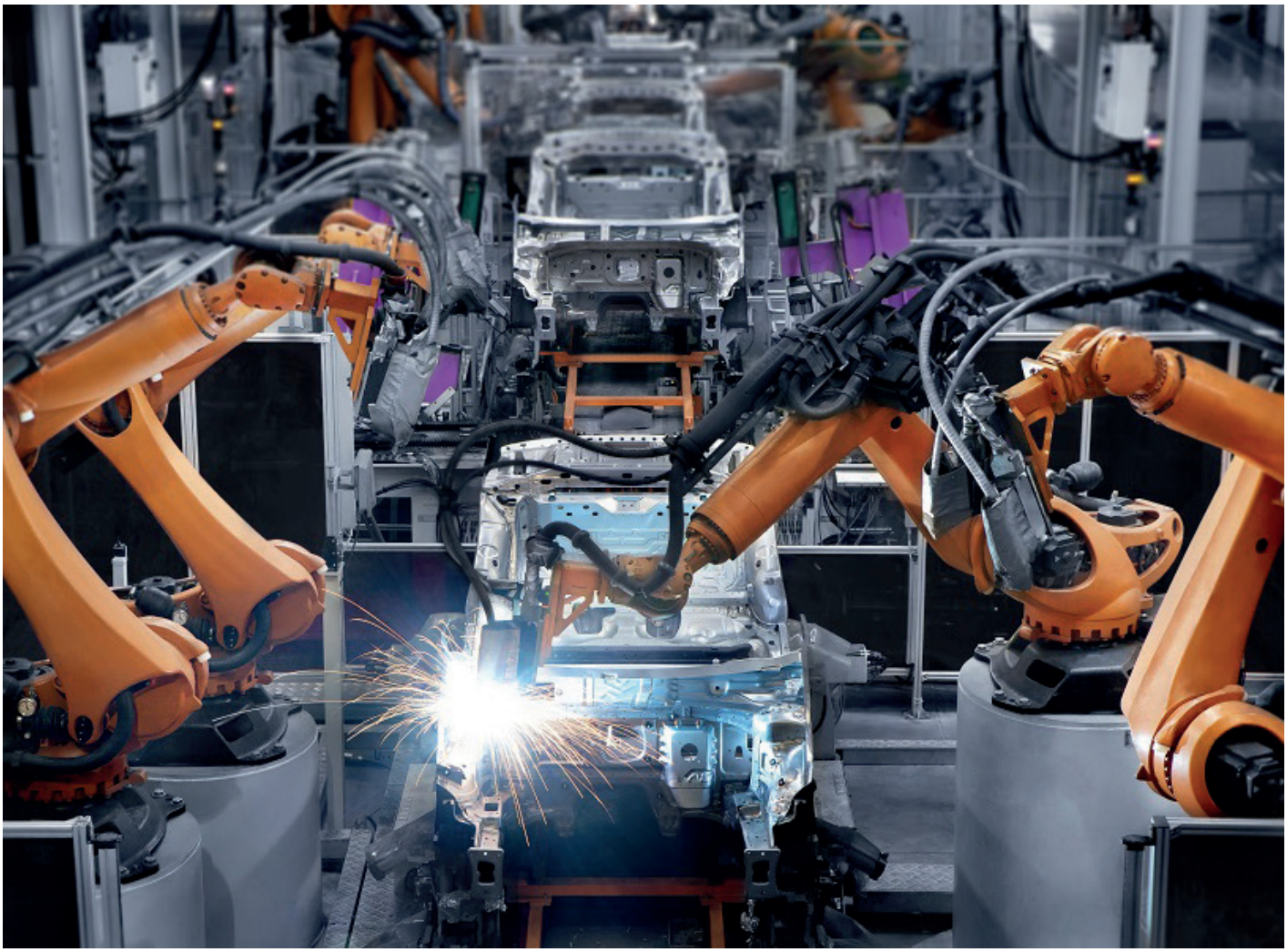
About NSAI

The National Standards Authority of Ireland (NSAI) is Ireland's official standards body and a key component of the national quality infrastructure. A non-commercial state agency operating under the aegis of the Department of Enterprise, Tourism and Employment, NSAI supports enterprise competitiveness, innovation, quality, regulatory confidence and economic development through the development of standards and the delivery of certification, legal metrology and conformity assessment services.

NSAI plays an important role in supporting national policy objectives through its standards and certification activities, particularly in areas such as construction, the built environment, housing, infrastructure development, sustainability and productivity. Through its statutory, regulatory and commercial activities, NSAI supports organisations in demonstrating quality, compliance, competence and trust in domestic and export markets.



The Opportunity

Title of Position:	Chief Executive Officer (CEO)
Division:	Office of the Chief Executive
Reports to:	Chairperson and NSAI Board
Grade:	Assistant Secretary Equivalent
Updated:	October 2026
Tenure:	Fixed Term 5 Year Contract / Full-time
Location:	NSAI Head Office, Northwood, Santry, Dublin 9.

Role Purpose

The Chief Executive Officer (CEO) is responsible for the overall leadership, strategic direction, governance, performance and management of NSAI. Reporting to the Board the CEO will provide visible, values-driven leadership across the organisation and ensure that NSAI continues to fulfil its statutory mandate while delivering high-quality services to customers, stakeholders, Government and society.



The CEO will lead the implementation of the NSAI Strategic Plan 2027–2031, translating the Board's strategic vision into tangible organisational outcomes and positioning NSAI to respond effectively to evolving national, European and international developments.

A key responsibility of the role will be to build, develop and lead a high-performing Executive Management Team (EMT), while strengthening organisational capability, leadership development and succession planning across the Authority. Working closely with the Board, the CEO will ensure that NSAI's structures, culture and operating model are aligned to support its long-term strategic ambitions.

This is a unique opportunity to lead an established and highly respected national authority through a significant period of strategic renewal. The successful candidate will shape NSAI's future leadership, capability and organisational development while ensuring that it continues to deliver value for enterprise, Government and society.

Principal Responsibilities

Strategic Leadership:

- Lead implementation and delivery of the NSAI Strategic Plan 2027–2031.
- Translate the Board's strategic direction into clear organisational priorities, measurable objectives and tangible outcomes.
- Position NSAI to respond effectively to emerging national, European and international developments affecting standards, certification, metrology, market surveillance and conformity assessment activities.
- Foster innovation, continuous improvement and organisational resilience across all areas of the Authority.
- Identify emerging opportunities and risks and ensure organisational readiness to respond effectively.
- Ensure NSAI continues to support Government priorities through its standards, certification and quality infrastructure functions, particularly in areas of economic development, housing, infrastructure and enterprise competitiveness.

Executive Leadership & Organisational Development:

- Build, lead and develop a cohesive, high-performing Executive Management Team capable of delivering NSAI's strategic objectives and future ambitions.
- Ensure the Executive Management Team operates as an effective collective leadership body, providing clear strategic direction, sound decision-making and organisational accountability.
- Strengthen organisational leadership capability through succession planning, executive development and talent management initiatives.
- Promote a culture of accountability, collaboration, inclusion, innovation and continuous improvement across the organisation.
- Act as a visible, accessible and credible leader who fosters high levels of employee engagement and organisational trust and high performance.
- Lead NSAI's response to, and implementation of, recommendations arising from the 2027 Periodic Critical Review (conducted by the Department of Enterprise, Tourism and Employment), ensuring that agreed actions are embedded into organisational structures, governance arrangements, operating models and strategic priorities.
- Lead organisational restructuring and change programmes where necessary to ensure organisational effectiveness, sustainability and delivery of strategic objectives.
- Ensure organisational resources, capabilities and leadership structures remain aligned to the evolving requirements of the NSAI Strategic Plan 2027–2031.
- Develop the next generation of organisational leaders and maintain a strong focus on leadership development throughout the organisation.



Governance and Accountability:

- Strengthen organisational assurance, regulatory confidence and governance effectiveness through robust oversight, risk management and transparent decision-making.
- Serve as Accounting Officer and ensure the highest standards of governance, risk management, compliance and public accountability.
- Advise and support the Board in discharging its governance responsibilities.
- Ensure compliance with all applicable statutory, regulatory, public sector and corporate governance obligations.
- Maintain effective systems of internal control, assurance and organisational oversight.
- Promote a culture of integrity, transparency and accountability throughout the organisation.

Stakeholder Engagement:

- Build and maintain strong relationships with Government Departments, including DETE, State agencies, regulators, industry bodies, customers, international partners and other key stakeholders.
- Represent NSAI nationally and internationally as the authoritative voice on standards and quality infrastructure matters.
- Promote NSAI's reputation as a trusted organisation supporting quality, innovation, competitiveness and economic development.
- Strengthen strategic partnerships with Government, regulators, industry and international bodies, and ensure NSAI provides authoritative input to policy development in areas relevant to standards and certification.

Financial & Operational Management:

- Ensure the efficient, effective and economic management of all organisational resources.
- Deliver organisational performance within approved budgets and agreed strategic objectives.
- Ensure the long-term financial sustainability of the Authority, including aligning activities, resources and organisational structures with strategic priorities and financial realities.
- Ensure that investments and resources are aligned with strategic priorities and deliver demonstrable value.
- Maintain a strong focus on operational excellence, customer service and organisational performance.

This job specification is intended as a guide to the general range of duties for this post. It is intended to be neither definitive nor restrictive and will be subject to periodic review with the post holder.



The Individual

Essential Criteria

Candidates must be able to demonstrate:

- Experience of leading organisations through significant change, restructuring, recovery or organisational renewal.
- Significant senior executive leadership experience in a complex organisation of comparable scale, complexity or public importance.
- A proven track record of leading organisational strategy, transformation and change, including the successful delivery of major organisational objectives and reform programmes.
- Experience of building, leading and developing high-performing senior leadership teams and fostering a culture of accountability, collaboration, performance and continuous improvement.
- Experience of succession planning, talent development and building organisational capability to support long-term strategic objectives.
- Experience of operating effectively at Board level, including advising, influencing and supporting Boards and governing bodies in strategic decision-making.
- Significant experience of engaging and influencing senior stakeholders across Government, public sector, regulatory, commercial or international environments.
- Demonstrated ability to develop and deliver long-term organisational strategy while balancing public service obligations, commercial sustainability and stakeholder expectations.
- Experience of managing substantial organisational resources, including financial, human and operational resources, together with accountability for organisational performance and delivery.
- A strong understanding of governance, risk management, compliance, organisational assurance and public accountability.
- Excellent communication, influencing and relationship-management skills, with the ability to represent an organisation effectively at the highest levels.
- Demonstrated ability to create and sustain a high-performing organisational culture, foster employee engagement and lead through periods of significant change.
- Evidence of sound judgement, integrity, resilience, innovation and a commitment to the highest standards of public service and corporate governance.



Desired Criteria

The following would be considered advantageous:

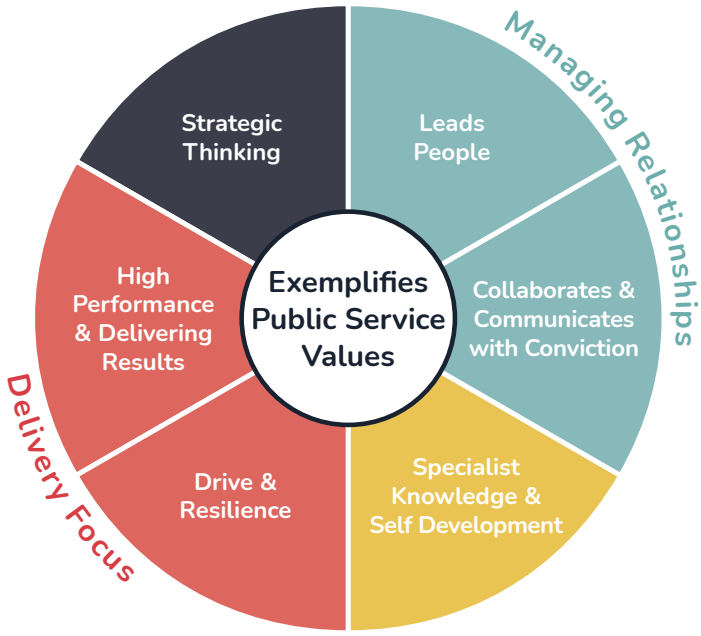
- Significant senior executive leadership experience in a complex organisation, substantial business unit or independent function, including experience of leading strategy, organisational change, restructuring, recovery or renewal.
- Knowledge and understanding of standards development, certification, conformity assessment, legal metrology, market surveillance, accreditation or related quality infrastructure activities.
- An understanding of the role of standards and certification in supporting enterprise competitiveness, economic development, housing delivery, infrastructure development, sustainability and innovation.
- Experience of developing executive leadership capability and future leadership pipelines within a complex organisation.
- Experience of working with Government Departments, Ministers, European institutions or international organisations.
- A relevant postgraduate qualification in leadership, business, public administration, governance, science, engineering, law, economics or a related discipline.



Key Competencies for the Role of Chief Executive Officer

The key competencies model that has been developed for roles at this CEO level (equivalent to Assistant Secretary Level) are as follows.

- Exemplifies Public Service Values
- Strategic Thinking
- Managing Relationships: Leads People
- Managing Relationships: Collaborates & Communicates with Conviction
- Delivery Focus: High Performance & Delivering Results
- Delivery Focus: Drive & Resilience
- Specialist Knowledge & Self Development



Contact Details

For a conversation in confidence, please contact:

Helen Thomas, Associate Partner

Helen.thomas@odgers.com

Your Dedicated Team



Susan Kelly | Partner – Search Lead

Susan Kelly is a Partner with Odgers Ireland and a trusted adviser to organisations seeking to appoint senior executives, board members and leadership teams. She has extensive experience leading complex executive search assignments and works closely with clients to understand their organisation, culture and leadership requirements. Susan will lead engagement with both the client and candidates, providing guidance, assessment and market insight at each stage to ensure an informed, transparent and positive search experience for all parties.



Helen Thomas | Associate Partner – Research Lead

Helen Thomas is an Associate Partner with Odgers Ireland, specialising in executive search research, talent mapping and market intelligence. She supports senior leadership and board appointments by identifying, assessing and engaging high-calibre candidates across a broad range of sectors and functions. For this assignment, Helen will lead the research phase of the search, undertaking market mapping, candidate identification and talent intelligence activities to ensure comprehensive coverage of the target market and the delivery of a strong and diverse candidate pool.



Elizabeth Weldon | Head of Operations – Project Coordinator

Elizabeth Weldon is Head of Operations at Odgers Ireland and is responsible for supporting the delivery and operational management of executive search assignments. She works closely with consultants, clients and candidates to ensure an efficient and well-managed recruitment process. Elizabeth will coordinate all documentation and administration, ensuring a seamless experience for both candidates and the client.

How to Apply

Submission:

Applicants are required to submit the following documentation to applicationsireland@odgers.com with the subject line "Application – NSAI CEO":

a) A cover letter/ personal statement (no more than 2 pages) outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the role

b) A comprehensive CV detailed as relevant to the position (no longer than 3 pages) including an organisational chart;

Please note:

CV and cover letter/personal statement must be submitted in a single Word document or PDF.

Please note that omission of any or part of the 2 requested documents, as set out above, will render the application incomplete. Incomplete applications will not be considered for the next stage of the selection process.

Closing Date

The closing date and time for applications is **12pm on Tuesday 17th November 2026**. Applications received after the specified deadline will not be accepted.

If you do not receive an auto-acknowledgement of receipt of your application within 3 working days of applying, please email applicationsireland@odgers.com.

Requests for Reasonable Accommodations

NSAI, in line with the Employment Equality Acts 1998-2015, will ensure that it does all that is reasonable to accommodate the needs of a person who has a disability and will ensure that its services are accessible across the range of disabilities.

If you require reasonable accommodations made, please indicate this during the application process by emailing applicationsireland@odgers.com or by writing to the following address: Odgers, Embassy House, Ballsbridge, D04 H6Y0.

Any requests for reasonable accommodation need to be accompanied by a medical/psychologist's report, the purpose of which is to provide NSAI with information necessary to make the decision on reasonable accommodation as promptly as possible. NSAI will consider each request on a case by case basis. All information provided will be treated as strictly confidential.

Requests for Documentation / Information in an Alternative Format

All documents/information related to the application process is available in an alternative format. You can make a request for documents/information in an alternative format by emailing applicationsireland@odgers.com or by writing to the following address: Odgers, Embassy House, Ballsbridge, D04 H6Y0.

Please provide the following details when making a request:

1. Name, address, contact details
2. Details of document/information being requested
3. The information format sought

All requests will be acknowledged within 3 working days of receipt and will be dealt with within 10 working days. Where a delay in providing the requested information occurs, NSAI will confirm the new date the person can expect to receive the information. If NSAI is unable to provide the requested information, the reason will be explained fully in writing to the person making the request.

Selection Process

NSAI will convene an expert board to carry out the competitive stages of the selection process to the highest standards of best practice. The approach employed may include:

- Shortlisting of candidates on the basis of the information contained in their application;
- A competitive, competency focussed, interview;
- A second-round interview (if applicable);
- Presentation/Work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate; and
- Reference and online checks.

Shortlisting

Based on the number of applications received, the NSAI may in the first instance conduct a shortlisting exercise.

During any short-listing exercise that may be employed, NSAI is guided by an interview board that examines the applications and assesses them against pre-determined criteria based on the requirements of the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on your application.

Prior to recommending any candidate for appointment to this position, NSAI will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Recruitment process timeline

	Indicative Dates:
Application Closing Date	12pm, 17th Nov
Shortlisting	30th Nov
First Stage Interviews	15th Dec
Final Stage Interviews	7th Jan
Offer Extended to Successful Candidate	Post January Board Meeting

Interview

The onus is on each applicant to ensure that she/he is in receipt of all communications from NSAI. Candidates should make themselves available on the date(s) specified by NSAI and should make sure that their contact details specified on their application are correct. NSAI will not be responsible for refunding any expenses incurred by candidates for attendance at interview.

Panel

Should the person recommended for appointment decline, or having accepted it, relinquish it, NSAI may at its discretion, select and recommend another person for appointment from a panel established for this purpose. Candidates will be placed on the panel in order of merit. Any panel created will expire after a designated period from its establishment (usually six months). Placement on a panel is for the purpose of filling this appointment, candidates not appointed at the expiry of the panel will have no claim to this post thereafter.

Deeming of Candidate to be Withdrawn

Candidates who do not attend for interview or other selection processes when and where required by NSAI, or who do not, when requested, furnish such evidence as NSAI require in regard to any matter relevant to their candidature, will have no further claim to consideration.

NSAI Recruitment and Selection Review Process

In relation to all NSAI recruitment campaigns, Human Resources (HR) take all necessary steps to ensure a fair, open and transparent appointment process that produces a quality outcome and commands public confidence. HR also abides by the core recruitment principles of probity, equity and fairness, selection based on merit, and best practice, which are observed in all NSAI recruitment processes. All appointments made will also comply with relevant employment and equality legislation, and all candidates will be treated fairly, to a consistent standard and in a consistent manner.

Application/Screening Stage

Where a candidate requests a review of a decision made by Odgers at application or screening stage, the matter will be reviewed promptly and objectively against the agreed selection criteria. This review may be availed of within five working days of notification of the initial decision. Where appropriate, the review will be undertaken by Mark O'Donnell, Managing Partner, Odgers Ireland who is Quality Assurance Lead on this assignment. Mark is an independent and objective reviewer and will not have been involved in the original decision. The outcome will be communicated to the candidate.

Post Shortlisting/Interview Stage

Stage One Review: When a request for a review of a selection decision is received from a candidate every effort is made to resolve the matter at Stage One by e.g. providing feedback to the candidate. The Stage One Review process may be availed of within five working days of notification of the initial decision and should normally take place between the candidate and the person who communicated the decision.

HR will carry out the Stage One Review without delay and within a period of time that enables the candidate to avail of the Stage Two Review procedures within the specified timelines should he/she so wish. Where a candidate remains dissatisfied following a Stage One Review, he/she may adopt the Stage Two procedures set out below. If the candidate wishes the matter to be

dealt with by way of a Stage Two Review, he/she must notify HR within two working days of the notification of the outcome of the Stage One review. Recruitment and selection processes will not be suspended pending the outcome of a review.

Stage Two Review: The candidate must address his/her concerns in relation to the process in writing to the Head of HR, setting out those aspects of the action or decision in relation to his/her candidature that he/she wishes to have reviewed.

The candidate must support their request for review by outlining the facts they believe show the action/decision taken was wrong. A request for review may be refused if the candidate cannot support their request.

The case will be reviewed by a person other than any individual directly associated with the decision in question. The person(s) conducting the Stage Two Review will consider any written submissions made by the candidate, and all other relevant information, including any relevant e-mails, notes or memoranda held by HR in respect of the selection process. Where necessary, the reviewer may meet with the personnel involved in the selection process and/or the candidate for the purpose of eliciting further information. The outcome will generally be notified to the candidate within 10 working days of receipt of the complaint or request for review. Where the investigation does not allow a decision within this timeframe, the reviewer will keep the candidate informed of the status of the review. The decision of the Stage Two reviewer is final.

Code of Practice

This campaign is being organised in accordance with the existing Code of Practice 'Appointment to Positions in the Civil Service and Public Service' published by the Commissioners for Public Service Appointments (CPSA).

NSAI Conditions of Service

Tenure

A contract will be offered to the successful candidate on terms and conditions determined by Board of the NSAI, with the consent of the Minister of Enterprise, Tourism and Employment and the Minister for Public Expenditure, Infrastructure, Public Service Reform and Digitalisation.

The contract duration is for a 5-year period from date of appointment, with the possibility of renewal, with the consent of the Board and the Minister.

Probation

The appointee must serve a probationary period, which lasts for 12 months. Should the appointee's service be satisfactory with regards to health, conduct, and efficiency generally during the probationary period, the appointee, on completion of the period will be finally appointed. Should the appointee's services be unsatisfactory, the appointment may be terminated at any time during the probation period.

Salary Payment Arrangements

The salary scale associated with this position is that of Assistant Secretary:

Contributory Scale: €171,517 – €179,312 – €187,760 – €196,205

* Incremental progression will be subject to satisfactory performance.

Important Note:

Candidates should note that entry will be at the first point of the scale and the rate of remuneration, including incremental progression, will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

All appointments are made in accordance with Department of Finance and Public Expenditure and Reform guidelines.

Different terms and conditions may apply if you are currently a serving civil or public servant. Salary implications for existing Civil/Public servants should be queried with public jobs.

Annual Leave

Annual Leave 30 working days and this leave is exclusive of Public Holidays.

Location

This position will be based at NSAI Head office in 1 Swift Square, Northwood, Santry, Dublin 9.

Hours of Attendance

Hours of attendance will be fixed from time to time but will amount to not less than 35 hours net Monday to Friday per week. No additional payment will be made for extra attendance as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

Other Conditions of Employment

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the appointee.

Standard Checks

Any offer of employment made to a successful candidate will be subject to satisfactory reference verification, a pre-employment medical and satisfactory verification of academic and professional qualifications.

Superannuation and Retirement

The appointee will be offered public service pension terms and retirement age conditions in accordance with pension arrangements in NSAI depending on the status of the successful appointee:

a) In general, an individual who has no prior pensionable Public Service history in the 26 weeks prior to appointment will be a member of the Single Public Service Pension Scheme (Single Scheme) which commenced from 1 January 2013 [Section 10 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 refers];

b) An individual who was a member of a “pre-existing public service pension scheme” as construed by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 and who does not qualify for membership of the Single Scheme will have standard public service pension terms reflecting new entrant or non-new entrant status for the purposes of the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Appointee's status for superannuation purposes

Appointees will be required to disclose their full public service history. Details of the appropriate superannuation provisions will be provided upon determination of appointee's status. The following points should be noted:

Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme will apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Pension Abatement

The Public Service Pensions (Single Scheme and Other Provisions) Act 2012 extended pension abatement so that a retiree's public service pension is liable to abatement on re-entering public service employment, even where the new employment is in a different area of the public service. However, if the appointee was previously employed in the Civil Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER) or the Health Service Executive VER/VRS which render a person ineligible for the competition) the entitlement to payment of that pension will cease with effect from the date of reappointment.

Ill-Health Retirement

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

Annual Superannuation Contribution (ASC)

This appointment is subject to the ASC deduction as provided for under Part 4 of the Public Service Pay and Pensions Act 2017.

For further information in relation to public service superannuation issues please see the following website: http://per.gov.ie/pensions

Confidentiality and Conflict of Interest

Employees are prohibited from having any personal or financial interest in any industry that NSAI certifies from the date of appointment with the NSAI. Employees are prohibited from disclosing any information in relation to the business of any person obtained in his/her capacity as an officer of the NSAI.

NSAI Eligibility to Compete and Certain Restrictions on Eligibility

Citizenship Requirements

Candidates should note that eligibility to compete for posts is confined to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply.

To qualify candidates must be eligible by the date of any job offer.

Incentivised scheme for early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are not eligible to apply for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Collective agreement: redundancy Payments to public servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement The Housing Agency | Candidate Information Pack 15 which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of two years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Declaration

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

NSAI GDPR Privacy Statement – Recruitment Process

Purpose of Processing

NSAI conducts a competency-based recruitment process to fill vacancies within the organisation. To complete this, interested individuals are asked to submit a CV and candidate application for assessment by the interview panel. For the successful candidate, some of the information provided will form the basis of the contract of employment (e.g. address).

Legal Basis for Processing

- Necessary for performance of a contract or to enter into such a contract
- Compliance with legal obligation (Terms of Employment Information Act)

RECIPIENTS

The following shall receive your information for reasons outlined below:

Recipient	Reason
HR (internal)	Storing application, acknowledging responses and corresponding with applicants.
HR (external service provider)	If outsourced support is sought, NSAI's outsourced HR provider may receive applications to assist with elements of administration, or to manage the entire recruitment process.

Recipient	Reason
Interview Panel	The Interview Panel will receive your applications to conduct shortlisting and assessing applicants.
Referees	Applicants are asked to provide references for people who can be contacted to validate work records and/or comment on suitability of the applicant for the NSAI position in question. These people shall be contacted, and the applicants name will need to be provided to receive the reference.
Company Doctor	NSAI will use your personal details to refer you to the company doctor if considered for appointment.

DETAILS OF DATA TRANSFERS OUTSIDE THE EU

This does not apply to this process.

AUTOMATED DECISION MAKING

This does not apply to this process.

RETENTION PERIOD FOR DATA

For unsuccessful candidates, applications and correspondence shall be retained for 2 years. For successful candidates, their application will be placed on their employee file and retained during their employment and for 7 years thereafter.

YOUR GDPR RIGHTS IN RELATION TO THIS PROCESS

Right	Explanation
Access	You can request and receive access to the information requested in the process at any time.
Portability	You can request and receive a copy of this data, in electronic/transferable format, at any time.
Erasure	You can request the data held be erased. We have outlined the anticipated retention period above.
Rectification	You can request that any incorrect information, due to this information being updated or otherwise, be corrected.
Objection	You can object to this information being processed.

If you have any questions or complaints about NSAI's use of your personal data, please contact NSAI's Data Protection Officer:

- By post: Data Protection Officer, National Standards Authority of Ireland, 1 Swift Square, Northwood, Santry, Dublin 9 DO9 AOE4
- By phone: +353 1 8073800

You also have the right to lodge a complaint with the Data Protection Commission if you are not happy with the way we have used your information or addressed your rights. Details of how to lodge a complaint can be found on the Data Protection Commission's website.

Odgers Ireland is an independent data controller. If you would like information on how we process your data, please see www.odgers.com/en-ie/legal-notices/privacy-policy



Candidate Charter

Talented people are our lifeblood

If we approach you about a specific opportunity, or you contact us to share your experience, skills and career ambitions, we want you to have a constructive and value adding experience.

We recognise that we have a commitment to you as well as to our client, and we undertake that our dealings with you will be professional, courteous, rigorous and honest.

We will:

- Approach you after considered analysis and in relation to roles where we think there is a strong match. Your time is valuable; we don't want to waste it.
- Support you to make your candidacy as strong as it can be.
- Represent you effectively and discreetly to our client, based on accurate information that you give us in confidence.
- Be inclusive, open and fair-minded.
- Keep you informed, communicating outcomes promptly, and giving fair and honest feedback.
- Celebrate your successful outcome, and share any lessons in the event of disappointment.
- Will help you fulfil your long-term ambitions by providing you with access to events and content designed to support career development
- Embrace continuous improvement, by seeking regular feedback from those we shortlist for opportunities.

If you ever feel we have not lived up to the letter or spirit of this charter, please tell us and invite you to email Helen Thomas, Associate Partner and Head of Candidate Experience at **helen.thomas@odgers.com**

Personal data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and / or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.