Department of Transport, Tourism and Sport

Framework of Assignments – 2016

Assignment of responsibilities by the Secretary General for the performance of functions under Section 4(1) of the Public Service Management Act 1997

PART ONE

Public Service Management Act

Under the Public Service Management Act 1997 (No.27 of 1977), the Secretary General of the Department has the following responsibilities. See p.8 for full list.

Section 4(1) of the Act empowers the Secretary General to assign to other officers of the Department (or grade or grades of officer) responsibility for the performance of his or her functions. The revised framework, as set out in this document, constitutes a consolidated statement as at July 2012 of all assignments under the Act by the Secretary General of the Department of Transport, Tourism and Sport.

Interpretation of this document and the assignments herein should have due regard to the factors which from time to time affect the distribution and discharge of responsibilities across the Department, such as the exigencies of work in a particular area, the alignment of activities spanning or involving more than one area, and the co-ordination of shared or contiguous responsibilities. It should also have regard to the assignment of functions in respect of appointments, performance and discipline of personnel under the Civil Service Regulation Acts 1956-2005 which are made from time to time by the Secretary General under separate regulations.

Part 3 of this framework document shows the assignment of responsibility for the performance of functions to each individual officer down to and including Principal level. The responsibilities so assigned shall be articulated through the Department’s system of Divisional business plans to reflect the priorities and objectives of the Department, as set out in its Statement of Strategy. The assignment of responsibility for the performance of functions by individual officers, or grade or grades of officer, below Principal level shall be handled administratively on the basis of the personal (or team) work objectives identified under or associated with the Department’s Divisional business plans. The latter, which are rolled over on an annual basis to keep pace with changing needs and priorities, are informed both by the Department's Statement of Strategy and by its Performance Management and Development System and provide a practical means of prioritising and managing the day-to-day work of the Department at section, team and individual level.
Subject to overarching budgetary provisions, officers to whom responsibilities have been assigned under this framework will receive the appropriate resources and infrastructural support to enable them to fulfil their obligations under the Act.

Assignments under Section 4(1) of the Public Service Management Act, as specified in this framework document, will continue to be amended from time to time, in writing, by the Secretary General and the framework will be deemed to have been updated accordingly.

**Department’s Mission**

The Mission of the Department is to ensure that the transport, tourism and sport sectors make the greatest possible contribution to economic recovery, fiscal consolidation, job creation and social development.
STRUCTURE OF THE DEPARTMENT

The Departments’ organisational structure made up of five separate policy/management areas headed by Assistant Secretaries who, in addition to the Secretary General, make up the Department’s Management Board. The Department comprises of the following 26 divisions and units:

Air Accident Investigation Unit – Jurgen Whyte (Chief Aeronautical Officer)

The Air Accident Investigation Unit (AAIU) is obligated to institute/conduct an investigation into air Accidents and Serious Incidents that occur in the State, cooperate and assist foreign states who conduct investigations into Irish Registered and/or Irish Operated aircraft abroad, conduct an investigation as the State of Registry/Operator where a foreign state delegates and/or does not conduct an investigation into an occurrence of an Irish Registered and/or Irish Operated aircraft abroad and conduct an investigation as the State of Registry/Operator where an Irish Registered and/or Irish Operated aircraft crashes or is lost in international waters. In addition, the AAIU will conduct an investigation into Irish State aircraft accident, when agreed between the Minister for Defence and the Minister for Transport, Tourism and Sport.

Airports Division – Mary Dunning (Principal Officer)

The Airports Division has responsibility for the development and implementation of airports policy to ensure appropriate levels of connectivity to support Ireland’s economic and social goals, shareholder/corporate governance of the three State airports and the administration of financial support schemes for four regional airports.

Aviation Services Division – Monica Wallace (Principal Officer)

The Aviation Services Division has responsibility for the management State airports policy, shareholder and corporate governance, preclearance, airport charges and airport legislation.

Climate Change Unit – Laura Behan (Principal Officer)

The Climate Change Unit has responsibility for the development of national policy on climate change mitigation and adaptation in order to make an effective transition to a low carbon and resilient transport system by 2050.

Driver and Vehicle Computer Services Division - Tim Scully (Principal Officer)

The Driver and Vehicle Computer Services Division has responsibility to manage the national driver and vehicle databases (National Vehicle and Driver File -NVDF), the development, implementation and direction of policies and other obligations on vehicle and driver regulations as they relate to NVDF systems.

Economic and Financial Evaluation Unit – Aoife O’Grady (Principal Officer)
The Economic and Financial Evaluation Unit has responsibility to provide an analytical and research resource to support divisions and agencies and ensure that policy development within the Department is evidence based and objectives led.

**Finance Division – Caoimhin O’Ciaruain (Principal Officer)**

The Finance Division is responsible for providing an efficient and effective financial management service for the Department.

**Human Resources Division – Jean Murray (Principal Officer)**

The Human Resources Division have responsibility for the following areas: Retained Human Resource elements of Staff Welfare & family friendly policies, Pay & Pensions, Strategic Human Resource, Change and Modernisation, Recruitment and Promotions, Disability Liaison, Performance Management, Staff mobility and Redeployment, Training, Accommodation Services, Industrial Relations/Grievances/Dignity at Work/Discipline and Health and Safety.

**Information Services Division - Caoimhin O’Ciaruain (Principal Officer)**

The Information Service Division is responsible for delivering day-to-day network, email, application, computer and landline / mobile telephone support to the Department. It is also responsible for specifying, designing, contracting out and project management of scheduled business system development projects.

**Internal Audit Unit – Ciaran Whelan (Assistant principal)**

The Internal Audit Unit has the responsibility to give assurance to the Secretary General by auditing the Department’s internal control systems and advice regarding internal control aspects of systems being developed.

**Irish Coast Guard – Chris Reynolds (IRCG Director)**

The Coast Guard’s responsibility is to reduce the loss of life on Ireland’s sea’s, lakes, waterways and rivers, coastal and remote areas; to provide assistance to persons in danger at sea, on the coast or remote inland areas; to coordinate searches for missing persons at sea or on the coast; to provide support on request to statutory bodies or agencies particularly in emergency response; to intervene as necessary in marine casualties; to monitor maritime traffic within our Exclusive Economic Zone (EEZ), to prevent or minimise damage to the marine environment within the Irish EEZ, harbours and maritime local authority areas and to preserve property when possible.

**Marine Survey Office – Brian Hogan (Chief Surveyor)**

The Marine Survey Office regulates maritime transport for safety, security and pollution prevention for people, ships and ports.

**Maritime Safety Policy Division – Eilish Kennedy (Principal Officer)**

The Maritime Safety Policy Division is responsible for maritime safety policy (other than in relation to the maritime environment and pollution prevention), for the legislative programme to support it, and for both the Marine Casualty Investigation Board and the Commissioners of Irish Lights.
Maritime Services Division – Michael Harper (Principal Officer)

The Maritime Services Division has the responsibility to manage maritime safety Strategy, ship source pollution prevention policy, Marine Survey Office and Irish Coast Guard Governance and Administration.

Maritime Transport Division – Mary Lally (Principal Officer)

The Maritime Transport Division is responsible for the development and implementation of national ports and shipping policy.

Policy and Governance Coordination Division – Eddie Burke (Principal Officer)

The Policy and Governance Coordination Division is responsible for the following areas: policy coordination, oversight and management of requests under the Freedom of Information Act and Access to Information on the Environment Regulations, governance oversight of State agencies, Data Protection policy, Irish Language Scheme, emergency planning, National Archives, general departmental coordination, customer services, webmaster.

Public Transport Division – Liam Daly (Principal Officer)

The Public Transport Division has responsibility to manage the Public Transport Division. The responsibilities under Public Transport include Córas Iompair Éireann (CIE) corporate affairs and policy oversight; corporate governance of the National Transport Authority (NTA), Transport Infrastructure Ireland (TII) and Commission for Railway Regulation (CRR) corporate affairs.

Public Transport Investment Division – Ethna Brogan (Principal Officer)

Ethna Brogan has been assigned responsibility at Principal Officer level to manage Public Transport Investment and Sustainable and Active Travel. The responsibilities under Public Transport Investment are railway investment programmes, National Transport Authority (NTA) and Córas Iompair Éireann (CIE) monitoring and investment programmes; and the management of north/south issues.

Public Transport Regulation Division – Kevin Doyle (Principal Officer)

The Public Transport Regulation Division has responsibility to manage bus, rail and taxi regulation, railway safety and the Rural Transport Programme.

Railway Investigation Unit - David Murton (Chief Railway Investigator)

The Railway Investigation Unit has responsibility to investigate all railway accidents in Ireland.

Roads Division – Dominic Mullaney (Principal Adviser)

The Roads Division has responsibility for policy, legislation and investment in respect of roads and also for related technical standards.

Road Safety Division – Declan Hayes (Principal Officer)
The Road Safety Division has the responsibility to manage road traffic legislation, driver license and testing, traffic and parking, corporate governance of the Road Safety Authority (RSA) and Medical Bureau of Road Safety (MBRS), road safety policy, road safety strategy and motor insurance.

**Sports Capital Programmes – Sylvester Carruth (Principal Officer)**

Sports Capital Programmes has responsibility to manage the Sports Capital Programme, the Swimming Pools Programme and the tax relief scheme.

**Sports Policy and National Sports Campus – Maev Nic Lochlainn**

Sports Policy and National Sports Campus has responsibility for sports policy generally, and the responsibilities include Sport Ireland corporate affairs and policy oversight; including oversight of the National Sports Campus.

**Road Haulage and Freight Policy Division – Martin Diskin (Principal Officer)**

The Road Haulage and Freight Policy Division...

**Tourism Development – John Kelly (Principal Officer)**

Tourism Development has the responsibility for the development of tourism product, quality and standards, competitiveness, enterprise development, human resources and training in the tourism sector, and the corporate governance of Fáilte Ireland.

**Tourism Marketing Policy and Impact Assessment – Noel Sheahan (Principal Officer)**

Tourism Marketing Policy and Impact Assessment have responsibility to manage the Tourism Marketing and Impact Assessment Division. The responsibilities in this area include oversight of the Government’s Tourism Policy Statement and subsequent Action Plan, tourism marketing policy generally including corporate governance of Tourism Ireland, Departmental north/south coordination, tourism performance tracking and monitoring of EU/International tourism issues.
PART THREE

Assignments

Under the powers vested in me as Secretary General under Section 4 (1) of the Public Service Management Act 1997, I hereby make or confirm, as appropriate, the following assignments:

Management Board

The function of the Management Board (MB) is to advise the Secretary General on the overall management of the Department.

The MB shall comprise:

– Secretary General (Chair)
– All Assistant Secretaries

The Departments’ organisational structure is set out in Figure 1 with five separate policy/management areas headed by Assistant Secretaries who, in addition to the Secretary General, make up the Department’s Management Board.

Figure 1: Department of Transport, Tourism and Sport Management Structure
Secretary General

The Secretary General is the Administrative Head of the Department, the Accounting Officer, and has overall management responsibility for the quality of advice submitted to the Minister. The Ministers and Secretaries Act 1924 and Public Service Management Act 1997 outline the statutory responsibility of the Secretary General. Under the 1997 Act, certain duties are assigned to the Secretary General (section 4(1), 9(1) and 9(2)), including, but not limited to the duties outlined below:

- managing the business generally of the Department;
- implementing Government policies appropriate to the Department;
- monitoring Government policies that affect the Department;
- delivering outputs as determined by the Minister;
- providing policy advice to the Minister on matters within the remit of the Department;
- preparing Statements of Strategy for submission to the Minister;
- providing reports to the Minister on the implementation of the Statement of Strategy;
- ensuring proper use of resources and the provision of cost-effective public services;
- preparing an outline of how specific responsibilities are to be assigned to other officers in the Department;
- managing matters relating to appointments, performance, discipline and dismissal of civil servants below the grade of Principal or its equivalent.

The list of duties specified in the Public Service Management Act 1997, while extensive, is not necessarily exhaustive and the Secretary General may also be required, under the Act, to carry out other functions on behalf of the Minister. While the Secretary General may delegate responsibility and accountability by way of assignment (where each officer is accountable to the Secretary General), he/she retains ultimate responsibility and accountability for the actions of the Department, irrespective of the delegation of assigned responsibilities.

Assistant Secretaries

Assistant Secretaries lead and are responsible for the delivery of objectives in their sectoral areas, and for providing policy advice and reports to the Minister as required. Specific responsibilities are assigned to officers at Assistant Secretary level within the overall management framework for the Department and the Civil Service. On assignment at Assistant Secretary level or on assignment of new responsibilities, a letter of assignment is issued to the Assistant Secretary from the Secretary General. Included with the letter is an outline of the Assignment of Responsibility and Accountability within the Department in accordance with Sections 4 and 9 of the Public Service Management Act, 1997.
**Principal Officers**

Management and key decision making in the sectoral areas of the Department are not confined to the Management Board. The Senior Management Group (members of the Management Board, Principal Officer and equivalent grades) is central to coordination of governance, leadership and management of the Department. The Senior Management Group will continue to enhance communications across the Department and will strengthen the operation of the Senior Management Forum which will meet at suitable intervals during the year to discuss key issues relating to the Department and its governance. On assignment at Principal Officer level or on assignment of new responsibilities, a letter of assignment is issued to the Principal Officer from the Secretary General. Included with the letter is an outline of the Assignment of Responsibility and Accountability within the Department in accordance with Sections 4 and 9 of the Public Service Management Act, 1997.

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**SIGNED:**

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Graham Doyle
Secretary General
Department of Transport, Tourism and Sport

**DATE:**
April 2016