

Talent Acquisition & Planning Lead (HEO)

Applicant Information Pack



November 2023
Higher Executive Officer Grade

Coimisiún
na Meán

Welcome to Coimisiún na Meán

Dear Applicant

Thank you for your interest in the role of Talent Acquisition & Planning Lead.

Welcome to Coimisiún na Meán – Ireland’s new commission for regulating broadcasters, online media and supporting media development.

Our work will build on the Broadcasting Authority of Ireland, whose staff and responsibilities have been transferred to Coimisiún na Meán.

We are committed to ensuring a thriving, diverse and safe online and media landscape. This means having a mix of different voices, opinions and sources of news. This means protecting children and all of us from harmful content.

We are delighted to be recruiting for a Talent Acquisition & Planning Lead. Coimisiún na Meán (“An Coimisiún”) is going through an exciting transformation and are at the start-up phase of this journey.

This role will form an integral part of our growth supporting the strategic priorities of Coimisiún na Meán, providing talent acquisition support and direction to shape the fundamental delivery of our work.

If this sounds like a challenge that you believe will bring your current skills to new challenges, we would love to hear from you and welcome your application.

Yours sincerely
Jeremy Godfrey, Executive Chairperson



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About Coimisiún na Meán

Coimisiún na Meán has been established further to the provisions of the Online Safety and Media Regulation Act 2022 (“OSMR Act 2022”). The OSMR Act 2022 was enacted on 10 December 2022. The OSMR Act 2022 amended the Broadcasting Act 2009 to establish Coimisiún na Meán and dissolve the Broadcasting Authority of Ireland (“BAI”).

In addition to undertaking the functions of the BAI as the regulator for broadcasting in Ireland, Coimisiún na Meán is to establish a regulatory framework for online safety, update the regulation of television broadcasting and audiovisual on-demand services, and transpose the revised Audiovisual Media Services Directive into Irish law.



Our history

The Broadcasting Authority of Ireland (BAI) (Irish: Údarás Craolacháin na hÉireann) is a former broadcasting authority which regulated both the public and commercial broadcasting sectors in Ireland.

It was established in 2009, effectively replacing the Broadcasting Commission of Ireland (BCI) (Irish: Coimisiún Craolacháin na hÉireann). It was dissolved in 2023 and its staff and functions were transferred to a new body entitled Coimisiún na Meán.

Feedback from our team

“Our work is very meaningful – we protect people online, and we make sure that the media landscape reflects and shapes Irish society.”

“Ireland is central to European regulation as so many large platforms are based here. There are many opportunities to represent Ireland and to contribute at international forums”

Our Purpose & Mission

Purpose

Coimisiún na Meán (“An Coimisiún”) is Ireland’s new commission for regulating and supporting broadcasters and online media.

We are implementing a new regulatory regime for online safety. As well as protecting people in Ireland from online harms, we will be the regulator for the whole of Europe for the many large online platforms whose European headquarters are in Ireland – working closely with the European Commission and our counterparts across Europe. We will enforce rules that platforms must follow in order to keep their users safe. In time, we will establish a mechanism for giving advice to users and for considering complaints when users are dissatisfied with the way a platform has handled a complaint.

We regulate broadcasters and video-on demand providers. We make and enforce codes and rules that broadcasters must follow on matters such as balance in news and current affairs, protecting children from age-inappropriate material, political advertising, promoting gender balance and ensuring access for people with disabilities. We will review our codes and rules and extend them to video-on-demand providers such as streaming services and people who upload videos for commercial gain. We also award broadcasting contracts to commercial radio and TV stations, review the performance of public service broadcasters such as RTÉ and TG4 and make recommendations about their funding. We also handle complaints from the general public about programme material.

We support the wider media sector. We run funding schemes to support the development of content that reflects and shapes Irish society, including content in the Irish language. For instance, we are proud to have funded An Cailín Ciúin, the first ever Irish-language film to be nominated for an Oscar. Over the next year we will establish new funding schemes to support local journalism and we will take initiatives related to Irish language, sustainability, and equality, diversity and inclusion. We also promote media literacy. We expect to take on a wider media development role in coming years

Mission

Our mission is to ensure a thriving, diverse and safe online and media landscape. This means a mix of different voices, opinions and sources of news available over the air and online. It means children and all of us being protected from harmful content.



About This Role

Coimisiún na Meán (“An Coimisiún”) is Ireland’s new commission for regulating and supporting broadcasters and online media. Our mission is to ensure a thriving, diverse and safe online and media landscape. This means a mix of different voices, opinions and sources of news available over the air and online. It means children and all of us being protected from harmful content.

As an Coimisiún is a new and growing entity, we are looking for an ambitious, enthusiastic and committed professional, who has a strong commitment to serving the public interest with excellent working knowledge of public procurement, oversight and management.

Role Mission

As a Talent Acquisition & Planning Lead you will contribute to a thriving, diverse and safe online and media landscape by supporting the TA/HR function to ensure that Coimisiún na Meán (“An Coimisiún”) has the appropriate workforce plan and structure in place to support a growing and transforming organisation operating within a continually evolving media eco system. This is an exciting journey to play a key role during a significant period of transformation. As we are a newly formed and transforming organisation you will be expected to be a key contributor to the development of an Coimisiún’s first People Strategy and demonstrate a collaborative and agile approach to of our new and existing work related to your Division

Role Purpose

Reporting into the Head of Talent Acquisition & Planning, you will support the development of effective Talent Acquisition & Workforce Planning strategies for An Coimisiún. The successful candidate will work closely with hiring managers across the organisation to identify recruitment and talent development requirements. The successful candidate will also have responsibility for working with our external recruitment partners to ensure that recruitment services are being delivered in a timely and efficient manner, in line with An Coimisiún’s recruitment policies and procedure.

Key Responsibilities

- Support the delivery of a comprehensive Workforce Planning strategy and help drive smooth execution of talent acquisition and talent development activities against pre-defined SLAs and KPIs.
- Establish a strong rapport with hiring managers across the organisation in order to understand their staffing needs and priorities.
- Build good working relationships with external recruitment partners in relation to the provision of end-to-end recruitment services
- Deliver high-quality talent acquisition and talent development outcomes that meet organisational priorities and objectives, identifying risks and resolving issues efficiently.
- Develop effective onboarding processes to welcome new employees and ensure the most positive experience as new hires join the organisation.
- Working with the Organisational Development team, contribute to the development of targeted induction training and protocols to enhance and maximise the employee experience.
- Support the implementation of best practices in talent acquisition to attract diverse, high-quality candidates and contribute to the wider organisational DEI strategy
- Ensure that all relevant policies are designed and managed in line with legislation, best practice and with the employee experience in mind.
- Support hiring managers across the organisation in the development of job descriptions.
- Utilise technology and systems available within An Coimisiún to support the recruitment process.
- Support with the identification of process improvement strategies in relation to Talent Acquisition and Workforce planning.
- Other duties may be assigned based on the needs of the business.



About You

Experience, Skills, Knowledge & Qualifications

The ideal candidate will have:

- Confident, clear and concise verbal and written communication skills tailored to the needs of different audiences
- Ability to confidently use IT, e.g. Microsoft Office applications (e.g. Outlook, Word, Excel, PowerPoint)
- Self-motivated with a flexible approach to tasks, working without close supervision and being responsible for own workload.
- Excellent data and records management skills and an understanding of the importance and risks associated with the improper use, handling and disclosure of confidential information.
- Strong organisational skills, including the ability to plan and prioritise a busy workload in order to meet tight, and possibly conflicting, deadlines.
- Strong attention to detail and accuracy.
- Some operational and/or transactional people experience
- Knowledge of best practice people management issues across all aspects of the people agenda
- Flexible and pragmatic approach whilst maintaining core values and principles of people policy and best practice
- Experience of continuous process improvement
- Flexible and pragmatic approach whilst maintaining core values and principles of people policy and best practice
- A keen interest in Talent Acquisition and Development

Essential Requirements

- A minimum of 2 years' experience working within a relevant position
- Previous experience working within a relevant Talent Acquisition or Recruitment function
- Experience managing external stakeholders

Desirable Requirements

- Knowledge of and/or experience of Public Sector recruitment would be an advantage
- A degree in a relevant discipline or other related third level qualification would be an advantage
- People management experience within a similar environment would be a distinct advantage

Key Competencies

- Team Leadership
- Judgement, Analysis and Decision Making
- Management and Delivery of Results
- Interpersonal and Communication Skills
- Specialist Knowledge, Expertise and Self-development
- Drive and Commitment to Public Service Values

Key information

About the Package & Application process

Package

- This position is offered on a Permanent basis.
- Full time, 35 hrs per week
- Location: The role will be a hybrid role combining home and office working. An Coimisiún's offices are located at 2/5 Warrington Place, Dublin, D02 XP29. However, this location may change to another central Dublin location quite soon as we grow.

Grade and Pay Scale:

- This position is graded at the Higher Executive Officer Grade, you can view the salary scales [Here](#)
- Details of other benefits, terms of employment and eligibility can be found on Coimisiún na Meán's website at www.cnam.ie/careers.
- Successful candidates will be appointed on the first point of the scale.

Application Process

If you are interested in applying for this position, please submit your application form containing the following before the closing date for applications which is **5pm on Thursday 7th December 2023**.

- Your application form must contain a CV and a cover letter/personal statement (i.e., no more than 2/3 pages) outlining why you believe your skills, experience and values meet the requirements of the position.
- The application form can be found [Here](#)
- If you have any questions, please contact CNAM@cpl.ie





Coimisiún na Meán

Coimisiún na Meán has a key role in stimulating greater equality, diversity and inclusion in the media and in supporting sustainability through environmental initiatives across the wider media sector this is also reflective of our workforce.

We are incredibly proud to be on a journey towards achieving excellence in diversity, equity and inclusion.

We have already been awarded the 'Investors in Diversity' Bronze Award by the National Centre for Diversity, and we are working towards reaching the Gold Award.

An Coimisiún commits to ensuring that all recruitment activity is designed to promote a Diverse workforce with equality at its forefront.