

Higher Executive Officer, Funding Schemes, Media Landscape Division

Applicant Information Pack



February 2024
Higher Executive Officer

Coimisiún
na Meán

Welcome to Coimisiún na Meán

Dear Applicant

Thank you for your interest in the role of Higher Executive Officer, Funding Schemes, Media Landscape division.

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 number of Higher Executive Officers. Coimisiún na Meán (“An Coimisiún”) is going through an exciting transformation and are at the start-up phase of this journey.

These roles form an integral part of our growth supporting the strategic priorities of Coimisiún na Meán, providing strategic 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

Role Mission

The successful candidates will be part of the Broadcasting and Media Funding Team and will be expected to contribute actively to the development and achievement of the strategic objectives of the Broadcasting and Media Funds, contributing to the design and implementation of funding initiatives, and the management of financial and human resources. A key responsibility will be the achievement of workplan objectives in a manner which is timely, to an agreed quality and standard and which deploys resources effectively and efficiently. The Managers will report to the Senior Managers of the Fund and will support and contribute to the management and development of staff in the Broadcasting and Media Fund division.

Role Purpose

Higher Executive Officer within An Coimisiún is a middle management role with significant managerial responsibilities. Managers are expected to contribute actively to the implementation of An Coimisiún's strategic objectives, to the continuous improvement of the organisation in terms of its effectiveness and efficiency and to demonstrate behaviours consistent with the organisation's culture, values and reputation. Working within the Media Fund, Managers are required to demonstrate a willingness to apply resources flexibly across this fund's schemes, both in terms of one's own skills and experience as well as those of direct reports. This requires an approach to working that is premised on flexibility, collaborative working but also individual accountability and collective responsibility. It also requires that Managers are proactive in seeking information and generating solutions. The role demands active engagement with peers within the Media Fund team, Senior Management and the Commissioners.

Managers should demonstrate the ability to manage multiple and varied tasks and conflicting priorities, using appropriate delegation, prioritisation and resourcefulness. Managers are also expected to role model An Coimisiún's Performance Management and Development (PMD) brand and to lead by example by actively engaging in the ongoing development of staff as well as actively eliciting feedback that can contribute to an improvement in their own performance.

Key Responsibilities

The list of duties may include the following:

- Planning funding work and assisting and supporting staff, developing a strong team ethos;
- Processing applications for funding in a timely and efficient manner;
- Managing the drafting of funding contracts and variations and for positions with Irish language fluency, those in the Irish language;
- Managing requests for grant drawdowns to ensure all funding conditions have been fulfilled and the necessary documentation submitted prior to releasing funds;
- Co-managing and monitoring fund operations on a daily basis ensuring strong governance and compliance standards;
- Managing and dealing with processing issues arising, making recommendations and implementing solutions;
- Supporting process reviews of funding rounds and grant schemes and developing and implementing improvements to processes and/or systems that lead to more efficient and effective ways of working;
- Assisting in the devising and updating of supporting documentation for funding rounds and grant schemes;
- Participating in the drafting of reports on funding and scheme activities and outcomes;
- Advising and liaising with stakeholders and participating in external events such as Sound & Vision workshops, industry screenings and seminars;
- For positions with fluency in the Irish language, assist An Coimisiún in any aspect of its work that is related to the Irish language and in fulfilling An Coimisiún's statutory obligations with regard to the Irish language;
- Preparation and submission of statutory and Commission reports;
- Management activities relating to An Coimisiún's Compliance function.

This list is not exhaustive and is only provided as a guide for applicants in order to help them assess the type of areas of activity that may fall under their responsibility should they be successful.



About You

Experience, Skills, Expertise & Qualifications

Essential Criteria:

The successful candidates will be expected to demonstrate the following skills, experience and expertise.

- At least 3 years relevant work experience, with a minimum of 1 year of line management experience.
- Demonstrate knowledge of, and/or experience in, managing processes, including process improvement;
- Show evidence of ability to analyse and think critically;
- Demonstrate strong planning and organisational skills and the ability to prioritise effectively and manage a significant workload;
- Display well-developed interpersonal skills with the ability to build relationships with many different stakeholders and demonstrate negotiation and influencing skills;
- Demonstrate the ability to work on own initiative as well as collaboratively with project teams;
- Possess excellent written communication skills in a variety of forms including policy documents, correspondence and reports;
- Excellent presentation skills;
- Strong Microsoft Office skills (Word, Excel and PowerPoint);
- An understanding of, and interest in, the Irish media landscape;
- Have excellent attention to detail and a track record of delivering on targets and objectives.

For positions with Irish Language:

- Have fluent written and spoken Irish language;

Desirable Criteria:

- A recognised qualification/degree of at least Level 7 on the National Framework of Qualifications in a relevant discipline is highly desirable, for example in business, management, law, finance, journalism or economics;
- Experience in people and performance management and development;
- Experience in a busy office environment;
- Experience of working with complainants and complaints or similar process.
- Experience of working with applicants and applications for licences or funding or similar processes.

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 One Shelbourne Buildings, Shelbourne Road, Dublin 4, D04 NP20.

Grade and Pay Scale:

- This position is graded at the Higher Executive Officer [Scale](#)
- Details of other benefits, terms of employment and eligibility can be found on Coimisiún na Meán's website at www.cnam.ie/careers within the dedicated microsite linked.
- 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:

- A CV and a 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 via our careers microsite [here](#).
- If you have any queries, please contact CNAM@cpl.ie

Closing Date: 20th February 2024 at 3pm





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.