

Learning and Development Lead, Higher Executive Officer

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 Learning and Development Lead, Higher Executive Officer.

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 two Learning and Development Leads, Higher Executive Officer.

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



Table of contents

	Page
About us	
About Coimisiún na Meán	03
Purpose & Mission	04
About the role	
About this role	05
Key responsibilities	06-07
About you	
Eligibility	08
Key information	
	09

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 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”

About This Role

Role Mission

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 a Learning & Development Lead, you will contribute to a thriving, diverse and safe online and media landscape by contributing to the development of Coimisiún na Meán’s organisational strategy from a People and Organisational Development perspective. As we are a newly formed and transforming organisation you will be expected to be a key contributor to the development of the organisation’s first People & OD Strategy and demonstrate a collaborative and agile approach to our new and existing work related to your Division.

Role Purpose

Reporting to the Head of Organisational Development, and working closely alongside colleagues across the wider People & OD function, you will play a key role in managing the design, development, delivery and ongoing evaluation of a range of OD programmes, services and interventions in areas including Learning & Development, Engagement & Culture, Employee Wellbeing, Change Management etc. Furthermore, you will play a key role in ensuring the OD function operates with fit-for-purpose policies and procedures to enable ongoing effectiveness and strategic success.

Key Responsibilities

The key areas of responsibility for the role include the following:

- *Learning & Development:*
 - Assisting in the development and implementation of an L&D strategy, working in collaboration with an L&D committee that sets out the workforce capabilities, skills and competencies the organisation requires and how they can be developed to ensure a sustainable, successful organisation which meets its objectives under the Regulatory Strategy.
 - Managing and continually enhancing the range of Learning & Development Services and Programmes provided to the workforce.
- *Employee Engagement & Culture:*
 - Assisting in the development and implementation of an Employee Engagement Strategy.
- *Leadership Development –*
 - Assisting in the development and implementation of a structured, tiered programme that supports leadership development at all levels. This will support retention, succession planning and talent pipeline development and ensure our people have the skills to properly lead, inspire and guide their teams and colleagues to achieve our organisation's strategic objectives.
- *Employee Wellbeing –*
 - Assisting in the development and implementation of a holistic and effective workplace wellbeing strategy that supports people's physical and mental health and safety, and fosters a sense of purpose in individuals, teams, and the organisation for a more resilient workforce.



Key Responsibilities - Continued

- *Change Management –*
 - People are at the centre of many of the changes in the workplace. CNaM has been operating within an ongoing change context, and this is set to continue. The L&D Lead will play a hands-on role in ensuring that organisation development & design, processes, learning and development, employee voice and clear communications are appropriately and effectively addressed as part of the change process.
- *HR Analytics –*
 - Increasing capability in the People & OD functions' use of data and information to inform decision-making.
 - Providing accurate and up-to-date information to senior management on key organisational metrics.
- *General –*
 - Managing the ongoing implementation and optimisation of L&D technologies as required.
 - Researching and providing recommendations to the Head of Organisational Development on new or alternative service/programme solutions required to support the delivery of operational commitments & plans.
 - Assisting the Head of Organisational Development in the day-to-day management of any external 3rd parties (consultants, coaches, and trainers) involved in delivering programmes/service areas.
 - Assisting with the design and implementation of fit-for-purpose policies, processes, and procedures to enable the effective operation of the OD function.
 - Managing a range of ongoing projects that might arise from time to time in areas such as performance management, organisational values etc.
 - Ensuring that OD programmes, services and interventions are subject to ongoing evaluation to ensure effectiveness.
 - Other ad-hoc responsibilities may be assigned from time to time in keeping with the needs of the role.



About You

Experience, Skills, Knowledge & Qualifications

Essential Criteria

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

- At least 2 years of professional experience in a relevant role(s), ideally in a HR/L&D function.
- Hold a recognised qualification/degree of at least Level 7 on the National Framework of Qualifications in a relevant discipline.
- Excellent interpersonal & communication skills.
- Proven track record of being highly efficient and results-focused.
- Possess a keen attention to detail in all business activities.
- Possess experience in effectively managing projects and programmes.
- Display excellent planning & organising skills and be able to prioritise tasks effectively under tight deadlines.
- Ability to work effectively as part of a team and on own initiative.
- Have high proficiency with MS Office applications.

Desirable Criteria

- Experience in acting as a facilitator to workplace groups and teams.
- Experience in introducing, operating, and optimising L&D technology in a workplace setting.
- Experience in conducting workplace learning needs analysis and developing related learning and development plans.
- Membership of the Chartered Institute of Personnel & Development and/or the Learning & Development Institute.
- A relevant postgraduate educational qualification

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.

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.
- 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 the link [here](#)
- If you have any questions, 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.