

# Higher Executive Officer – Public Service Media, 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 (HEO), Public Service Media.

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 Officer positions. 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

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***“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”***

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# 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

As a Higher Executive Officer, you will be responsible for overseeing and managing projects, processes, and regulatory compliance within your assigned division in an Coimisiún na Meán. You will be required to lead and coordinate efforts across your team, ensuring timely project execution, adherence to regulatory guidelines, and continuous improvement of departmental processes.

## Role Purpose

The Higher Executive Officer role in an Coimisiún is a middle management role with significant managerial responsibilities. Managers are expected to contribute actively to the implementation of the organisation'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.

A key responsibility of managers is people management and ensuring consistent implementation of the organisation's policies. They are expected to role model 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

- Manage the delivery of Coimisiún na Meán's (CnaM's) Public Service Media (PSM) statutory requirements
- Support the design and development of PSM Policy and Operations
- Prepare reports and position papers for internal and external stakeholders
- Develop detailed project plans and manage implementation and reporting
- Participate in cross-functional working to support Public Service Media Policy Development, Broadcast and Media Landscape Workplan.
- Research, data gathering and analysis to support evidence based and informed decision-making.
- Advising and liaising with stakeholders internally, and externally.
- Support the wider development and implementation of strategies, policies, and procedures.
- Identifying the skills and training requirements needed to ensure the organisation can deliver high quality services.
- Mentoring and coaching team members to develop their potential.

**The above is intended as a guide to the general range of duties and is intended to be neither definitive nor restrictive and is subject to review.**



# About You

## Experience, Skills, Knowledge & Qualifications

### About You

The successful candidate will be an experienced leader with excellent communication skills, along with proven organisational ability. As a manager within their team, they will be self-motivated with the ability to work on their own initiative, with strong customer service and project management skills. To contribute to the growth and development of their team, the successful candidate at HEO level will display strong interpersonal skills and represent Coimisiún na Meán in a credible and professional manner with all stakeholders.

### Essential Skills

- At least 3 years relevant work experience.
- Proven experience in managing policy and strategy projects
- Strong organisational skills and the ability to prioritise effectively.
- The capacity to handle various tasks under pressure and meet deadlines.
- Excellent report writing skills as well as strong verbal and written communication, including the ability to engage clearly, succinctly, and with confidence.
- Ability to support the development of policies, procedures and other key documents as well as managing/maintaining such documents, carrying out periodic review and evaluation.
- Excellent team player skills, working collaboratively to accomplish organizational goals.
- Superb analytical and problem-solving abilities, able to contribute strategically to the design and execution of programs and make judgments according to their line of work.
- Proven track record of working independently and accepting responsibility for projects
- The capacity to successfully gather, summarise, and understand information
- Highly proficient with numbers, detail and accuracy oriented to ensure work is completed to high standard.
- Track record in identifying opportunities for improvement and creating efficiencies within a team.
- The capacity to question and challenge data, including strong analytical abilities.
- Proven proficiency in Microsoft Office programs, such as Word, Excel, and PowerPoint.

### Desirable Skills

- NQF Level 8 qualification or higher in a business administration, project management, compliance or related discipline OR
- NQF Level 7 qualification with at least 3 years relevant experience.
- Extensive project management experience
- People management experience
- Knowledge of national and international broadcasting policy
- Knowledge of national and international broadcasting/audio visual legislation



# About You

## Experience, Skills, Knowledge & Qualifications

### Competencies

Please see the list of competencies that will be assessed at interview stage for this competition:

- Team Leadership
- Judgement, Analysis and decision making
- Management and Delivery of Results
- Interpersonal and Communication skills
- Specialist Knowledge, Expertise and Self Development
- Drive & 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 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](http://www.cnam.ie/careers) within the dedicated microsite linked below.
- 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 special requirements throughout the recruitment process, for example, if you have a visual impairment or are neuro-divergent, we are happy to accommodate your needs where possible, please reach out to us via [recruit@cnam.ie](mailto:recruit@cnam.ie) to request support.
- Appointment to this role is subject to the candidate's eligibility to work in Ireland and all positions require candidates to live in the Republic of Ireland.

**Closing Date: 11<sup>th</sup> March 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.