



Broadcasting Authority of Ireland

Clerical Officer (CO)

Role Description

The Broadcasting Authority of Ireland (“BAI”) was established under the Broadcasting Act 2009 (“the Act”) on 1st October 2009, as an independent regulator for radio and television broadcasters in Ireland. The Act sets out a range of general and specific objectives for the BAI and specifies that the BAI “shall endeavour to ensure:

- that the number and categories of broadcasting services made available in the State best serve the needs of the people of the island of Ireland, bearing in mind their languages and traditions and their religious, ethical and cultural diversity;
- that the democratic values enshrined in the Constitution, especially those relating to rightful liberty of expression, are upheld; and,
- the provision of open and pluralistic broadcasting services.”

The Act also sets out a range of other objectives for the Authority which include:

- stimulating the provision of high quality, diverse, and innovative programming;
- facilitating public service broadcasters in the fulfilment of their public service objects;
- promoting diversity of control in the commercial and community sectors;
- providing a regulatory environment that: –
 - sustains independent and impartial journalism;
 - sustains compliance with employment law;
 - protects the interests of children;
 - facilitates a broadcasting sector which is responsive to audience needs and accessible to people with disabilities;
 - promotes and stimulates the development of Irish language programming and broadcasting services.

The BAI gives effect to these responsibilities through a range of regulatory policies, processes and procedures which include among others:

- The development, implementation and review of a Broadcasting Services Strategy that continues to facilitate dynamic licensing policies and plans and promotes quality programming on Irish television and radio.



- The promotion of Media Plurality in Ireland through relevant research, the provision of advice to the Minister as required, the implementation and review of the BAI Ownership and Control Policy, and evaluation of media merger proposals.
- The review and assessment of the adequacy of public funding for RTÉ and TG4
- The preparation and revision of Broadcasting Codes which govern the standards and practices to be observed by broadcasters.
- The processing and adjudication of broadcasting complaints, through its Compliance Committee.
- The responsibility for the Broadcasting Funding Scheme to provide funding for the production (through the Sound and Vision scheme) and the archiving (through the Archiving Scheme) of radio and television programmes pertaining to Irish culture, heritage and experience. The Scheme is funded via 7% of the television licence fee.

Vacancy:

The BAI has an immediate vacancy at Clerical Officer (CO) level.

Interested and suitably qualified candidates from either the Civil Service or other Public Service organisations may be eligible for a secondment.

Purpose of the Role:

The Clerical Officer role within the BAI is a key support role in that Clerical Officers are required to provide operational, secretarial and administrative support across the organisation. Working within the matrix environment, Clerical Officers have key responsibilities in terms of providing comprehensive administrative support to projects that facilitate the management of budgetary and stakeholder accountabilities. The role also includes interaction at times with the Authority and Statutory Committees as well as the public and other stakeholders both on and off site. The role includes supporting the implementation of various organisational policies requiring a sound knowledge of the organisation.

Clerical Officers are expected to be actively engaging in the Performance Management and Development (PMD) process, in their ongoing development as well as actively eliciting feedback that can contribute to an improvement in their own performance.

The role involves interaction with the public, the Authority and Statutory Committees. Clerical Officers are often the first point of contact with the wide range of BAI stakeholders. As such, they must provide a high quality service to all stakeholders that is timely, informed and professional. To achieve this, they should demonstrate a solid understanding of who the BAI stakeholders are and the nature of their relationship



with the organisation. They are expected to build rapport with stakeholders and provides efficient, professional and courteous service.

While performing routine tasks are a core element of the role, it also demands a flexibility to be responsive to organisational needs as they arise. The role plays a key part in data and file management within the organisation as well as knowledge management. It demands an organised and efficient approach, a sound knowledge of IT and a good understanding of the organisation's various processes and procedures, as well the media and regulatory environment in which it operates.

Indicative List of Potential Duties:

The list of duties will depend on the work allocation for the individual. This work allocation is set balancing the requirements of the organisation and the specific skillset and competencies of the individual. Generally, the work allocation comprises a range of operational areas with one or two additional projects during the year. The list below is indicative but successful candidates can expect a varied workload across a range of areas.

- Processing of applications for temporary radio licences
- Processing of applications for Sound & Vision, the Broadcasting Funding Scheme
- Assisting in the implementation of operational work activities and supporting Line Managers and colleagues
- Collating data/information for reporting, and report-writing
- Ensuring high quality customer service, responding to queries and providing information
- Processing and handling of complaints from the public
- Compliance assessment and monitoring of broadcast content
- Data and file management, in line with the BAI's policies and requirements
- Routine accounts work
- Administrative duties relating to public procurement processes
- Administration duties to support the Authority, the Statutory Committees and/or the Finance Audit & Risk Committee

This list is not exhaustive and aims to illustrate the broad range of duties that COs in the Broadcasting Authority of Ireland are expected to deliver.

Desireable Skills and Knowledge

- Experience of the Irish public sector, particularly in a regulatory environment
- Fluency in the Irish language (a working knowledge of Irish is highly desirable)
- The skills to work as part of a team and the ability to work on own initiative



- A working knowledge of public sector procurement guidelines and an understanding of procurement processes
- Strong knowledge of IT, including Microsoft Office packages.
- Strong attention to detail and interpersonal skills

Key Competencies

The BAI operates a Competency Framework. Applicants will be expected to demonstrate how they have developed these competencies through previous experience and learning.

The BAI competencies are as follows:

- Strategic Thinking
- Decision-making
- Problem-solving
- Resource Effectiveness
- Stakeholder Focus
- People Management
- Clear Communication
- Team Working
- Flexibility
- Learning and Improving

The BAI is an equal opportunities employer and would particularly welcome applications from people with disabilities for these posts

Key Terms and Conditions of Post

- This is a full-time position, working 37 hours a week

The post will be offered on a permanent basis, subject to suitable references, a satisfactory medical examination and the satisfactory completion of a six-month probation period per the terms of the BAI Probation Policy.

The position is graded at the equivalent of the Civil Service Clerical Officer (Standard) Grade. Salary starts at €23,107 rising to €38,724 (LSI 2). It is anticipated that the salary will be graded at the first point on the scale.



Annual leave is 22 days per annum, rising to 23 after 5 years of service and 24 after 10 years of service at that grade. This is in addition to statutory public holidays and Good Friday.

Travel may be required from time to time. Travel and Subsistence will be paid as per rates fixed from time to time for the Public Service by the Department of Finance and/or the Department of Public Expenditure and Reform.

The successful candidate will be a member of the Single Public Service Pension Scheme unless s/he was a public servant in the 26 weeks prior to being offered the contract. Scheme membership, contributions and benefits are in accordance with terms set down by the Minister for Public Expenditure & Reform.

The role is based at the Authority's headquarters at 2-5 Warrington Place, Dublin 2.

Process:

Interested candidates should submit their full career details in a curriculum vitae and a cover letter demonstrating how they meet the requirements for this position including current annual salary.

For ease of processing, please note that email applications must be marked in the subject heading with your name and the post you are applying for – "Your name – Clerical Officer". Failure to do so may result in your application being deemed ineligible.

Applicants are asked to demonstrate in their cover letter, by reference to specific achievements in their career to date that they possess the qualities, skills, competencies and knowledge required for the role of Clerical Officer as identified in this role description.

Applicants should also provide the name of two referees. It is the policy of the BAI to only contact referees once an individual comes under consideration for appointment.

Complete applications should be submitted by email to: reception@BAI.ie by **12 noon latest on 27/04/2018**. Late applications will not be accepted.