



Broadcasting Authority of Ireland

Executive Officer (EO) - 12 month contract

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 Executive Officer (EO) level for an Executive Officer -12 month Contract.

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 Executive Officer role within the BAI is a key support role in that Executive Officers are required to provide operational, secretarial and administrative support across the organisation. Executive Officers are expected to have the autonomy to demonstrate initiative in determining the manner in which their work is planned and carried out, determining appropriate systems and approaches to work that will deliver on their objectives.

Working within the matrix environment, Executive 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.

Executive 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. It is required that they share knowledge and information with others and provides support to colleagues as required. They must also commit to developing their own skills, knowledge and experience and demonstrate an awareness of their own strengths, weaknesses and development opportunities in relation to performance as well as a willingness to address these.

Executive Officers are expected to consistently demonstrate behaviours that exemplify the organisational culture and values. They are also expected to support colleagues and managers in the implementation of the work plan and the achievement of milestones identified in the strategic plan.

Executive Officers have budgetary accountability in the BAI in that they are required to deliver a level of administrative support that actively contributes to accurate and timely organisational budgetary management.

Executive Officers are expected to provide a high quality service to all stakeholders that is timely, informed and professional. They must demonstrate a solid understanding of who the BAI stakeholders are and the nature of their relationship with the organisation. To achieve this, they are required to build rapport with stakeholders and provides efficient, professional and courteous service.

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 and assessing of applications for temporary radio licences
- Processing and assessing of applications for Sound & Vision, the Broadcasting Funding Scheme
- Operational and administrative support for the licensing process
- Implementation of the Compliance workplan, including processes such as Annual Performance Reviews and Broadcaster Returns
- Operational and administrative support for key organisational responsibilities such as Governance, Finance, HR, Procurement and/or Facilities
- Project and administrative support in policy areas such as Public Service Broadcasting and revision and development of broadcasting codes

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



Desirable 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)
- Experience and/or understanding of the broadcasting sector
- Experience and/or understanding of grants administration
- Proven stakeholder management abilities
- Ability to multi-task and prioritise workloads
- Strong knowledge of IT, including Microsoft Office packages

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

It is anticipated that the post would be offered on a full-time basis, working 37.5 hours per week.



The post will be graded at the equivalent of the Civil Service Executive Officer (Standard) Grade. The scale currently starts at €29,026 rising to €49,465 (LSI 2) per annum. It is anticipated that the salary will be graded at the first point on the scale.

Annual leave is 23 days per annum.

Travel may be required from time to time. Travel and Subsistence will be paid per rates fixed from time to time for the Public Service by the Minister for Public Expenditure and 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 – Executive 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 Executive 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.