



## **Broadcasting Authority of Ireland**

### **Higher Executive Officer – Temporary 12 month fixed-term contract**

#### **Role Description**

##### **Vacancy**

The BAI has an immediate vacancy at Higher Executive Officer (HEO) level for a 12-month fixed-term contract (with the possibility of an extension).

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

##### **Broadcasting Authority of Ireland**

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 BAI’s key functions are:

- licensing radio and television services additional to those provided by RTÉ, TG4 and Oireachtas TV
- making broadcasting codes and rules
- reviewing the performance of RTÉ and TG4 against their stated annual public objects and on the adequacy or otherwise of the public funding available to PSBs to meet their public services objects
- providing, and awarding, funding for programming and archiving relating to Irish culture, heritage and experience under the Broadcasting Funding Scheme

- monitoring and enforcing compliance by broadcasters with the broadcasting codes and rules and broadcasting contracts
- providing for, and deciding on, complaints from viewers and listeners regarding broadcast content on all Irish broadcasting services
- supporting the development of the broadcasting sector including through research and training
- fostering and supporting the understanding of media including co-operation with broadcasters and educationalists

The BAI consists of the Board (“The Authority”) and two statutory committees – the Contract Awards Committee and the Compliance Committee. The BAI Executive supports the work of the organisation.

The BAI’s work is guided by the Office of the Chief Executive, which consists of the CEO and Deputy CEO, and is supported by a team of senior managers who, in conjunction with the Office of the Chief Executive, also oversee the implementation of strategy and work planning for the organisation as a whole. The BAI operates a matrix structure whereby staff work flexibly across all areas of activity according to business needs.

The Authority issues a Strategy Statement every three years which sets out the BAI’s vision, mission, values, strategic themes and related objectives. The current strategy for the period 2017-2019 is available on the BAI’s website, [www.bai.ie](http://www.bai.ie)

The Authority’s vision is to have *an Irish media landscape that shapes and reflects who we are*. The mission statement of the Authority is to:

- *regulate, foster and support broadcasting;*
- *promote a plurality of voices, viewpoints, outlets and sources in Irish media; and,*
- *foster diverse and culturally relevant quality content for Irish audiences.*

The BAI’s work is captured under five overarching strategic themes i) promoting diversity and plurality; ii) achieving excellence and accountability; iii) communicating and influencing; iv) empowering audiences; and v) enhancing innovation and sectoral sustainability. Each theme has a number of related strategic objectives.

### **Higher Executive Officer in the BAI**

Higher Executive Officer within the BAI is a middle management role with significant managerial responsibilities. Managers are expected to contribute actively to the implementation of the BAI’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 a matrix management structure, Managers are required to demonstrate a willingness to apply resources flexibly across a range of work areas, 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 the Authority and Statutory Committees.

Managers should demonstrate the ability to manage multiple and varied tasks and conflicting priorities, using appropriate delegation, prioritisation and resourcefulness.

Managers are expected to role model the BAI 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. Managers are also required to engage with peers in giving feedback on staff to facilitate the PMD process in a matrix context.

### **Areas of Responsibility**

A person appointed to this role will be responsible for areas of the BAI workplan which give effect to the BAI's strategic objectives. These areas will be defined on appointment. It is worth noting that in the past, Managers have been asked to support the delivery of the following projects and operational areas:

- Preparation and submission of statutory and Board reports
- Management activities relating to the development and implementation of policy areas such as Codes and Rules, Sectoral Development, plurality and media ownership and others
- Management activities relating to Public Service Broadcasting such as Annual Statement of Performance Commitments, Reviews of Public Funding and Sectoral Impact Assessments
- Management activities relating to Licensing including Section 71 contracts, Temporary and Institutional Licensing, Community Radio licensing and contractual variations
- Management activities relating to the Compliance function
- Management activities relating to the Broadcasting Funding Schemes (Sound & Vision and the Archiving Scheme)

This list is not exhaustive but is 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.

### **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

## **Essential skills and experience**

- Show evidence of ability to analyse and think critically, quickly grasping complex issues and communicating these effectively.
- Have strong planning and organisational skills and the ability to prioritise effectively and manage a significant work-load.
- 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 on project teams.
- Possess excellent written communication skills in a variety of forms including policy documents, correspondence and reports.
- Have excellent presentation skills.
- Have excellent attention to detail and a track record of delivering on targets and objectives.
- Eligibility to work in Ireland.

## **Desirable qualifications, skills and experience**

- 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 or economics.
- Experience in people and performance management and development.
- Experience in a public sector environment.
- Experience of working in a regulatory context.

**The BAI is an equal opportunities employer and would particularly welcome applications from people with disabilities for this post.**

## **Key Terms and Conditions of Post**

It is anticipated that the post would be offered on a full-time basis, working 37 hours per week.

The post will be graded at the equivalent of the Civil Service Higher Executive Officer (Standard) Grade. The scale currently starts at €48,868 rising to €57,429 (LSI 2) per annum. It is anticipated that the salary will be graded at the first point on the scale. Serving public and civil servants shall be placed on a scale point commensurate with their length of service at the relevant grade, in accordance with the Department of Public Expenditure and Reform guidelines.

Annual leave is 29 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.

**Process:**

Interested candidates should submit their full career details in a curriculum vitae and a cover letter. The cover letter should demonstrate, by reference to specific achievements in their career to date that they possess the qualities, skills, competencies and knowledge required for the role of Higher 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: [sowens@bai.ie](mailto:sowens@bai.ie) by **12 noon latest on Friday, 27<sup>th</sup> March, 2018**. Late applications will not be accepted.