



## **Broadcasting Authority of Ireland**

### **Higher Executive Officer (Temporary Position)**

#### **Sound & Vision and Operations**

#### **Role Description**

##### **Vacancy**

The BAI has an immediate vacancy at Higher Executive Officer (HEO) level **with fluency in the Irish language** for a 3-year fixed-term contract.

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 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.

## **Role and Responsibilities**

The successful candidate will be required primarily to assist the BAI in its administration of the BAI Broadcasting Funding Scheme (Sound and Vision Scheme) as well as providing support to the achievement of the BAI's other statutory and policy obligations in respect of the Irish language. The person appointed may be required, from time to time, to work in areas of the organisation where Irish may not be required.

### *Broadcasting Funding Schemes*

The goal of the BAI Broadcasting Fund is to increase public access to high-quality television and radio programmes in the English and Irish languages and to fund the archiving of programme material made for broadcast. The revenue for the Schemes is generated through 7% of the annual net receipts of the television licence fee. The operation of the Schemes support the following strategic objectives under the theme 'Promoting Diversity and Plurality':

- Increase the production and availability of culturally relevant audio-visual content (radio and television) for Irish audiences;
- Foster a media landscape that is representative of, and accessible to, the diversity of Irish society; and
- Foster and promote quality programming in the Irish language.

The schemes operating under the fund are Sound & Vision 3, which supports the funding of programming and ancillary measures and the Archiving Scheme 2, which provides funding for the development of an archiving culture in the Irish broadcasting sector which contributes to the preservation of Ireland's broadcasting heritage and experience.

Sound & Vision 3 operates to fulfil stated objectives under eight headings: 1) quality; 2) promotion of the Irish language; 3) additionality (increasing the amount of relevant programming); 4) diversity; 5) heritage; 6) local and community broadcasting; 7) adult literacy or media literacy; and 8) addressing global issues that have an impact on the State.

The core objective of S&V3 is to "*increase public access at national, local and community level to high-quality television and sound broadcasting programmes in English and Irish which explore the themes of Irish culture, heritage and experience, in contemporary or historic contexts.*" Broadcasters, independent producers and audiences have benefitted greatly from this fund in supporting the production of high quality, new audiovisual content, including content in the Irish language. Further information on the funding scheme can be found at [www.bai.ie/en/broadcasting/funding-development-3/](http://www.bai.ie/en/broadcasting/funding-development-3/)

The programme scheme Sound & Vision 3 will be succeeded by Sound & Vision 4, which will be launched in the second quarter of 2020.

The list of duties may include the following:

- Planning Sound & Vision work and assisting and supporting staff, developing a strong team ethos;
- Processing applications for funding in a timely and efficient manner;
- Managing the drafting of funding contracts and variations and particularly, those in the Irish language;
- Managing requests for grant drawdowns to ensure all funding conditions have been fulfilled and the necessary documentation submitted prior to releasing funds;
- Co-managing and monitoring fund operations on a daily basis ensuring strong governance and compliance standards;
- Managing and dealing with processing issues arising, making recommendations and implementing solutions;
- Supporting process reviews of funding rounds and grant schemes and developing and implementing improvements to processes and/or systems that lead to more efficient and effective ways of working;
- Assisting in the devising and updating of supporting documentation for funding rounds and grant schemes;
- Participating in the drafting of reports on Sound & Vision activities and outcomes;
- Advising and liaising with stakeholders and participating in external events such as Sound & Vision workshops, industry screenings and seminars;
- Assist the BAI in any aspect of its work that is related to the Irish language and in fulfilling the BAI's statutory obligations with regard to the Irish language;
- Preparation and submission of statutory and Board reports;
- Management activities relating to the BAI's Compliance function.

This list is not exhaustive and is only 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 (see Competency Framework attached - please refer to competencies listed under the HEO column). 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

In addition, the person appointed is required to have **fluent written and spoken Irish**. This competency will be tested in the recruitment process.

### **Essential skills and experience**

An applicant is expected to:

- Have fluent written and spoken Irish language;
- Demonstrate knowledge of, and/or experience in, managing processes, including process improvement;
- Show evidence of ability to analyse and think critically;
- Demonstrate 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;
- Excellent presentation skills;
- Have excellent attention to detail and a track record of delivering on targets and objectives.

### **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 busy office environment;
- Experience of working with applicants and applications for funding or similar process.

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

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

- Temporary position (3 year term) (x 1 post)

The post is offered on a full-time basis, working 37 hours per week.

The post is 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:**

Applicants are asked to submit a curriculum vitae along with 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 the 3<sup>rd</sup> April**. Late applications will not be accepted under any circumstances.