



Broadcasting Authority of Ireland

Higher Executive Officer (Human Resource Management)

Part-Time Temporary Position (2 Years)

Role Description

Vacancy

The BAI has an immediate vacancy at the Higher Executive Officer grade. The position will be offered on a temporary basis for a 2-year period.

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

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.

Role of 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 responsible for areas of the workplan which give effect to the BAI’s strategic objectives to be developed for 2020-2022. Managers are therefore 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.

The Higher Executive Officer appointed will work primarily in the Human Resource Function of the BAI with flexibility to take on other duties within a matrix working environment if required.

Human Resource Management in the BAI

A strategic objective of the BAI under the strategic theme of *Achieving Excellence and Accountability* is to promote an innovative working environment that motivates, challenges and develops its staff as well as supports the delivery of its strategy. A key deliverable under this objective is to “*build on organisational structures and culture that support individual and team learning and performance particularly through enhanced HR processes and improved knowledge management*”.

Working closely with the HR Senior Manager in the BAI, the HR Service Delivery Manager will deliver on the following HR objectives:-

- Oversee and support continuous workforce improvement through structured organisational training, and developing, updating and improving leadership and team-working capabilities and skills for all senior managers;
- Oversee the implementation of the BAI PMD policy to ensure consistent implementation by all managers and to resolve any barriers to effective performance through supporting managers in their on-going monitoring, coaching and development initiatives; and
- Review and, if necessary, revise the organisational structures to facilitate interaction and communication across the matrix, the sharing and deployment of resources.

Role and Responsibilities of the HR Manager

The role requires management and implementation of HR strategy, policies, initiatives and change as well as supporting ongoing HR operational and transactional responsibility, to include the following:-

HR Strategy, Policies, Initiatives and Change

- Assisting in the development and implementation of HR strategy to support the delivery of the BAI's strategic objectives;
- Contributing to strategic workforce planning;
- Designing, developing and delivery of an organisational Learning and Development (L&D) Plan;
- Managing and evaluating all BAI L&D initiatives, including individual learning programmes as part of personal development plans; and

- Assisting in the design and implementation of change management projects, particularly relating to the design and shape of organisational structure.

HR Operations

- Ensuring the consistent and effective implementation of Performance Management Development and supporting line managers to develop and manage their staff so that they can achieve their best potential and performance, both informally and through implementation of PMD;
- Implementing policies in recruitment, induction, development and retention;
- Ensuring that accurate HR data and analysis is made available to the senior management team to support key business decisions;
- Ensuring that employee records and data are handled and retained securely and confidentially;
- Providing support, as required, to the operational HR transactional management function including: preparation of payroll, salaries liaison, higher scales oversight, increments, compensations and benefits, pension and pension related issues;
- Proactively identifying and addressing HR related risks and issues;
- Advising and providing guidance, as required, to people managers on all people related issues; and
- Delivery of Wellbeing at Work initiatives.

It is anticipated that the position would be offered on a part-time basis of 3 days per week. The working time arrangements can be flexible (for example four half days and one full day).

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

Furthermore, an applicant will need to demonstrate substantial knowledge of and/or experience in human resource management. The interview, therefore, will test a candidate's knowledge and competencies.

Essential Skills

- Relevant knowledge and/or experience of HR management in the voluntary, private or public sector;
- A proven ability to lead, motivate, manage and develop people;
- High levels of energy, drive, resilience and motivation and the proven ability to deliver objectives;
- Excellent communication, interpersonal and influencing skills, to include stakeholder management skills;
- A high level understanding of corporate governance, corporate strategy and risk management; and
- Strong attention to detail.

Desirable Knowledge and Experience

- Experience of designing and developing an organisational Learning and Development (L&D) Plan;
- Knowledge, experience and/or training in operational HR transactional management functions;
- Knowledge in and experience of change management processes;
- Knowledge of, and experience in implementing, HR strategies; and
- Up-to-date knowledge of employment law and practices.

A CIPD or other relevant qualification would be a distinct advantage. Candidates working towards such a qualification or with an interest in developing these will be considered.

Key Terms and Conditions of Post

The post will be offered on a temporary basis. The vacancy will be for two (2) years from the date of appointment.

The post is offered on a part-time basis, working 22.5 hours a 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 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.

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 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 Higher Executive Officer as identified in this role description.

Complete applications should be submitted by email to: sowens@bai.ie by **12 noon latest on Friday, 24th April 2020**. Late applications will not be accepted.