

# Head of Procurement – Assistant Principal

Applicant Information Pack



November 2023  
Assistant Principal Grade

Coimisiún  
na Meán

# Welcome to Coimisiún na Meán

Dear Applicant

Thank you for your interest in the role of Head of Procurement.

Welcome to Coimisiún na Meán – Ireland’s new commission for regulating broadcasters, online media and supporting media development.

Our work will build on the Broadcasting Authority of Ireland, whose staff and responsibilities have been transferred to Coimisiún na Meán.

We are committed to ensuring a thriving, diverse and safe online and media landscape. This means having a mix of different voices, opinions and sources of news. This means protecting children and all of us from harmful content.

We are delighted to be recruiting for a Head of Procurement. Coimisiún na Meán (“An Coimisiún”) is going through an exciting transformation and are at the start-up phase of this journey.

This role will form an integral part of our growth supporting the strategic priorities of Coimisiún na Meán, providing talent acquisition support and direction to shape the fundamental delivery of our work.

If this sounds like a challenge that you believe will bring your current skills to new challenges, we would love to hear from you and welcome your application.

*Yours sincerely*  
*Jeremy Godfrey, Executive Chairperson*



# Table of contents

	Page
<b>About us</b>	
About Coimisiún na Meán	03
Purpose & Mission	04
<b>About the role</b>	
About this role	05
Key responsibilities	06
<b>About you</b>	
Eligibility	07
<b>Key information</b>	08

# About Coimisiún na Meán

Coimisiún na Meán has been established further to the provisions of the Online Safety and Media Regulation Act 2022 (“OSMR Act 2022”). The OSMR Act 2022 was enacted on 10 December 2022. The OSMR Act 2022 amended the Broadcasting Act 2009 to establish Coimisiún na Meán and dissolve the Broadcasting Authority of Ireland (“BAI”).

In addition to undertaking the functions of the BAI as the regulator for broadcasting in Ireland, Coimisiún na Meán is to establish a regulatory framework for online safety, update the regulation of television broadcasting and audiovisual on-demand services, and transpose the revised Audiovisual Media Services Directive into Irish law.



## Our history

The Broadcasting Authority of Ireland (BAI) (Irish: Údarás Craolacháin na hÉireann) is a former broadcasting authority which regulated both the public and commercial broadcasting sectors in Ireland.

It was established in 2009, effectively replacing the Broadcasting Commission of Ireland (BCI) (Irish: Coimisiún Craolacháin na hÉireann). It was dissolved in 2023 and its staff and functions were transferred to a new body entitled Coimisiún na Meán.

Feedback from our team

***“Our work is very meaningful– we protect people online, and we make sure that the media landscape reflects and shapes Irish society.”***

***“Ireland is central to European regulation as so many large platforms are based here. There are many opportunities to represent Ireland and to contribute at international forums”***

# Our Purpose & Mission

## Purpose

Coimisiún na Meán (“An Coimisiún”) is Ireland’s new commission for regulating and supporting broadcasters and online media.

**We are implementing a new regulatory regime for online safety.** As well as protecting people in Ireland from online harms, we will be the regulator for the whole of Europe for the many large online platforms whose European headquarters are in Ireland – working closely with the European Commission and our counterparts across Europe. We will enforce rules that platforms must follow in order to keep their users safe. In time, we will establish a mechanism for giving advice to users and for considering complaints when users are dissatisfied with the way a platform has handled a complaint.

**We regulate broadcasters and video-on demand providers.** We make and enforce codes and rules that broadcasters must follow on matters such as balance in news and current affairs, protecting children from age-inappropriate material, political advertising, promoting gender balance and ensuring access for people with disabilities. We will review our codes and rules and extend them to video-on-demand providers such as streaming services and people who upload videos for commercial gain. We also award broadcasting contracts to commercial radio and TV stations, review the performance of public service broadcasters such as RTÉ and TG4 and make recommendations about their funding. We also handle complaints from the general public about programme material.

**We support the wider media sector.** We run funding schemes to support the development of content that reflects and shapes Irish society, including content in the Irish language. For instance, we are proud to have funded An Cailín Ciúin, the first ever Irish-language film to be nominated for an Oscar. Over the next year we will establish new funding schemes to support local journalism and we will take initiatives related to Irish language, sustainability, and equality, diversity and inclusion. We also promote media literacy. We expect to take on a wider media development role in coming years

## Mission

Our mission is to ensure a thriving, diverse and safe online and media landscape. This means a mix of different voices, opinions and sources of news available over the air and online. It means children and all of us being protected from harmful content.



# About This Role

Coimisiún na Meán (“An Coimisiún”) is Ireland’s new commission for regulating and supporting broadcasters and online media. Our mission is to ensure a thriving, diverse and safe online and media landscape. This means a mix of different voices, opinions and sources of news available over the air and online. It means children and all of us being protected from harmful content.

As an Coimisiún is a new and growing entity, we are looking for an ambitious, enthusiastic and committed professional, who has a strong commitment to serving the public interest with excellent working knowledge of public procurement, oversight and management.

## **Role Mission**

As The Head of Procurement you will contribute to a thriving, diverse and safe online and media landscape by supporting the procurement function to ensure that Coimisiún na Meán (“An Coimisiún”) has the appropriate structure in place to support a growing and transforming organisation operating within a continually evolving media eco system. The successful candidate will possess a proven track record of providing ‘best in class’ procurement advice and leadership and will be an adept contract manager with a track record of managing an effective outsourced supply chain.

## **Role Purpose**

Reporting to the Director of Governance and Finance you will lead the Procurement team within the Corporate Governance function of Coimisiún na Meán. You will be responsible for overseeing procurement activities, ensuring the efficient and cost-effective purchase of goods and services, in line with public procurement guidelines and developing and implementing procurement strategies that align with the Coimisiún na Meán goals. As the organisation continues to expand and evolve, it is likely that flexibility in regard to the allocation of specific duties will be necessary. Accordingly, the list of duties specified below is not intended to be exclusive or restrictive and duties may be added or withdrawn

# Key Responsibilities

Key responsibilities for the role will include, but are not limited to, the following:

## Procurement

- Develop and Execute Procurement strategies that support the organisation's objectives, ensuring timely and cost-effective acquisition of goods and services.
- Ensure that appropriate governance, risk management, change management and audit controls are implemented on procurement
- Implement best practices and process improvements throughout procurement function to streamline operations and increase efficiency
- Maintain an up-to-date Contracts register as required by the Code of Practice for Governance of State Bodies.
- Establish and maintain strong relationships with vendors, suppliers, negotiating contracts and ensuring favourable terms and conditions
- Ensure that supplier performance is monitored and evaluated using KPIs to measure performance against agreed upon standards and implement corrective action where necessary.
- Oversee the management, implementation and ongoing review of CnaM's procurement policies and procedures.
- Provide procurement advice to senior management team.
- Work cross-functionally to design and oversee the management of CnaM's procurement processes and systems.
- Prepare regular reports and present analysis on procurement activities and vendor performance to senior management.
- Manage the procurement processes including tender assessment and evaluation support, provision of feedback to tenderers, preparation and negotiation of contracts with external providers.

## People Management

- Lead and manage a high performing Procurement team and identify the skills and training requirements needed to ensure the organisation can deliver high quality and responsive Procurement services.
- Role model Performance Management development for staff developing the skills requirements of the team and mentoring and coaching team members to develop their potential.
- Liaise with People and Organisational Development team to ensure appropriate and relevant Procurement training is provided to all staff.
- The role will also include such other duties as may be reasonable and be assigned from time to time by the Director of Governance and Finance and/or the Senior Leadership Team



# Key information

## About the Package & Application process

### Package

- This position is offered on a Permanent basis.
- Full time, 35 hrs per week
- Location: The role will be a hybrid role combining home and office working. An Coimisiún's offices are located at 2/5 Warrington Place, Dublin, D02 XP29. However, this location may change to another central Dublin location quite soon as we grow.

### Grade and Pay Scale:

- This position is graded at the Assistant Principal (Standard) Grade, you can view the salary scales [Here](#)
- Details of other benefits, terms of employment and eligibility can be found on Coimisiún na Meán's website at [www.cnam.ie/careers](http://www.cnam.ie/careers).
- Successful candidates will be appointed on the first point of the scale.

### Application Process

If you are interested in applying for this position, please submit your application form containing the following before the closing date for applications which is **5pm on the 11th December 2023**.

- Your application form must contain a CV and a cover letter/personal statement (i.e., no more than 2/3 pages) outlining why you believe your skills, experience and values meet the requirements of the position.
- The application form can be found [Here](#)
- If you have any questions, please contact [CNAM@cpl.ie](mailto:CNAM@cpl.ie)





# About You

## Experience, Skills, Knowledge & Qualifications

### The ideal candidate will have:

- Excellent and up to date knowledge of relevant legislation including EU procurement law, land law (leases), public procurement guidelines and relevant circulars.
- Excellent IT skills including Microsoft office, project, excel, CRM systems.
- Project management certification.
- Substantial experience of delivering best practice contract management and administration.
- Experience in identifying and managing risks and implementing systems to mitigate and manage risk effectively.
- Demonstrable financial management experience including budget and forecast preparation.
- A proven track record in successfully managing change and transformation including devising and implementing innovative delivery models and fostering a culture and practices of continuous improvement through innovative thinking.
- A proven ability to contribute to general senior management and strategic issues outside of the confines of the function.
- A proven track record of leading, managing and developing diverse teams, ideally within a public sector organisation.
- Excellent communication skills and proven ability to build positive relationships with stakeholders at all levels.
- Demonstrable knowledge and appreciation of the statutory, regulatory and policy framework under which CnaM operates.

### Essential Requirements

- A minimum of 5 years' experience working within a relevant position.
- At least 2 years experience managing a team ideally within a public sector organisation.

### Desirable Requirements

- Project management certification.
- Experience managing external stakeholders
- Excellent knowledge of relevant legislation including EU procurement law & public procurement guidelines.
- Excellent IT skills.

### Key Competencies

- Leadership
- Judgement, Analysis and Decision Making
- Management and Delivery of Results
- Interpersonal and Communication Skills
- Specialist Knowledge, Expertise and Self-development
- Drive and Commitment to Public Service Values



## Coimisiún na Meán

Coimisiún na Meán has a key role in stimulating greater equality, diversity and inclusion in the media and in supporting sustainability through environmental initiatives across the wider media sector this is also reflective of our workforce.

We are incredibly proud to be on a journey towards achieving excellence in diversity, equity and inclusion.

We have already been awarded the 'Investors in Diversity' Bronze Award by the National Centre for Diversity, and we are working towards reaching the Gold Award.

An Coimisiún commits to ensuring that all recruitment activity is designed to promote a Diverse workforce with equality at its forefront.