

Procurement Manager

Applicant Information Pack



March 2024
Higher Executive Officer Grade



Coimisiún
na Meán

Welcome to Coimisiún na Meán

Dear Applicant

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

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 Procurement Manager. Coimisiún na Meán (“An Coimisiún”) is going through an exciting transformation and are at the start-up phase of this journey.

These roles form an integral part of our growth supporting the strategic priorities of Coimisiún na Meán, providing strategic 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



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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

Role Mission

The Procurement Manager (HEO) is a middle management position within Coimisiún na Meán and is responsible for implementing procurement policy and strategy to ensure compliance with public procurement rules. The Procurement Manager is also responsible for planning, managing and coordinating purchasing activities across the organisation and for ensuring that procurement transactions and decisions are fair, equitable and provide value for money.

The Procurement Manager will be the primary point of contact and liaison with all functions within an Coimisiún for all operational matters relating to procurement and contract management.

Role Purpose

The list of duties specified below is not intended to be exclusive or restrictive and duties may be added or withdrawn. The successful candidate will be an adept Procurement Manager with a proven track record of professional and successfully negotiated outcomes in the area of public procurement.

Key Responsibilities

- Ensuring that procurement transactions and decisions are fair, equitable and provide value for money, and that decisions made and actions taken can be justified;
- Developing, managing and implementing the Coimisiún na Meán Procurement Policy, template contracts, terms and conditions, and related procurement documentation and templates;
- Monitoring spend and procurement activity within the organisation;
- Managing all tender processes, including development of specification in consultation with purchaser; publication of notice; responding to queries from potential suppliers; assessment of submissions; drawing up and providing feedback to suppliers; and execution of contract;
- Negotiating and agreeing contracts, and contract variations with external suppliers;
- Building and maintaining good working relationships with new and existing suppliers;
- Monitoring the quality of service provided by suppliers;
- Bringing tender outcomes to Authority for ratification as appropriate;
- Preparation for audit, implementation of audit recommendations and ensuring level of compliance is identified as satisfactory;
- Providing quality control, procurement advice and support to staff and management;
- Managing the implementation of appropriate governance, risk management, change management and audit controls on procurement activities ensuring that value for money is achieved;
- Managing and implementing of the Corporate Procurement Plan/Register;



Key Responsibilities - Continued

- Supporting the design, development and implementation of a procurement strategy and plan for CnaM;
- Working cross-functionally to support the design and ongoing management of CnaM's procurement processes;
- Liaising with the learning and development team to ensure appropriate Procurement updates and training are provided to all staff and that skills needed to ensure that organisation can deliver high quality and responsive Procurement services are in place.

The above is intended as a guide to the general range of duties and is intended to be neither definitive nor restrictive and is subject to review.



About You

Experience, Skills, Knowledge & Qualifications

Essential Criteria

- At least 3 years' experience in an equivalent procurement role in a public sector environment, leading delivery of a high volume of national and European tenders;
- Proven track record of professional and successfully negotiated outcomes in the area of public procurement;
- Experience of engaging with the Office of Public Procurement and e-tenders;
- Strong, efficient and methodical work methods with the ability to handle multiple tasks in a fast-paced environment;
- Proficient in Microsoft packages, databases and SharePoint;
- Excellent communication skills, both verbal and written but with particular emphasis on written communication;
- Previous experience of applying stringent compliance standards at all stages of public procurement processes, and managing the development, execution and documentation of tender processes;
- Previous experience in drafting and delivering feedback to and engaging with tenderers;
- Detailed knowledge of Public Procurement rules;
- Previous experience of drafting, negotiating, executing and managing contracts.

Desirable Criteria

- Hold or be working towards certification in a Public Procurement
- A relevant third level qualification in purchasing management or an associated field

Competencies

Please see the list of competencies that will be assessed at interview stage for this competition:

- Team Leadership
- Judgement, Analysis and decision making
- Management and Delivery of Results
- Interpersonal and Communication skills
- Specialist Knowledge, Expertise and Self Development
- Drive & Commitment to Public Service Values

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 One Shelbourne Buildings, Shelbourne Road, Dublin 4, D04 NP20.

Grade and Pay Scale:

- This position is graded at the [Higher Executive Officer Scale](#).
- Details of other benefits, terms of employment and eligibility can be found on Coimisiún na Meán's website at www.cnam.ie/careers within the dedicated microsite linked below.
- 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:

- A CV and a 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 [here](#)
- If you have any special requirements throughout the recruitment process, for example, if you have a visual impairment or are neuro-divergent, we are happy to accommodate your needs where possible, please reach out to us via recruit@cnam.ie to request support.
- Appointment to this role is subject to the candidate's eligibility to work in Ireland and all positions require candidates to live in the Republic of Ireland.

Closing Date: 18th April 2024 at 3pm





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.