



Coimisiún
na Meán

Assistant Director of Policy, Codes & Rules

Assistant Principal Grade
Policy, Research & Strategy Division

Applicant Information Pack



June 2025

Dear Applicant

Thank you for your interest in the role of Assistant Director of Policy, Codes & Rules

Working at Coimisiún na Meán, you will help create a thriving, diverse, creative, safe and trusted media landscape, that works for people in Ireland and across the EU.

You will help us regulate, support and develop the media landscape. You will help to uphold everyone's fundamental rights and ensure that we continue to live in an open democratic society.

Our organisation is growing rapidly. We grew from 40 people to 200 in our first two years. We are now looking to grow to over 300. Our people come from a wide range of backgrounds: the online and media sectors, civil society, public service, academia and the legal profession. We are proud of the opportunities we give for professional growth. We are committed to having a workforce that reflects the diversity of the society that we serve.

We are delighted to be recruiting for Assistant Director of Policy, Codes & Rules. This role will contribute to delivering the strategy that we adopted earlier this year. It will contribute to our goal[s] of ensuring that the media landscape:

- upholds the rights, wellbeing and development of children
- supports democracy and democratic values
- is one that consumers can trust so that they are protected from exploitation and fraud
- reflects and shapes Irish culture and who we are as a society
- promotes the values of justice, equality, diversity and inclusion
- strengthens public health and safety

If you believe this opportunity aligns with your skills and offers a chance to grow professionally, we'd be excited to hear from you and encourage you to apply.

Yours sincerely

Jeremy Godfrey, Executive Chairperson



Left to Right: Rónán Ó Domhnaill, Niamh Hodnett, Jeremy Godfrey, Aoife MacEvilly, John Evans

Our Vision and Mission

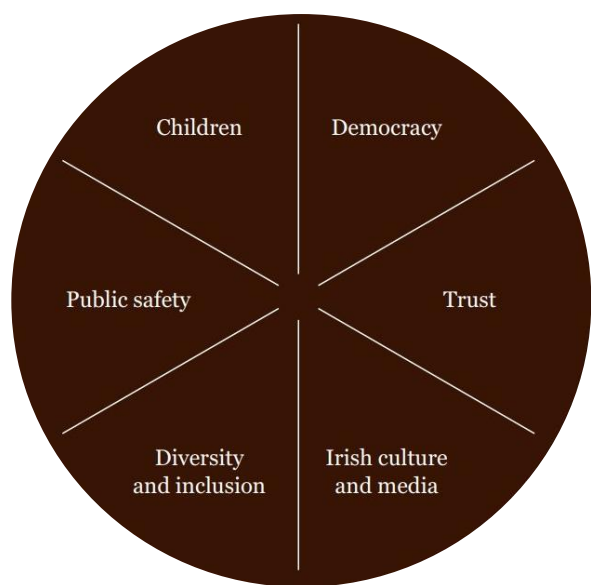


Our vision is for a thriving, diverse, creative, safe and trusted media landscape.



We regulate, support and develop a media landscape that underpins fundamental rights and fosters an open, democratic and pluralistic society.

Our Strategic Outcome Areas



Our Values



About This Role

Role Purpose

The Assistant Director of Policy (Assistant Principal Officer) in An Coimisiún's Codes and Rules team is a senior management position responsible for supporting the team's Director and contributing to the achievement of the organisation's strategic outcomes. The role involves supervising and managing several key elements of the team's work programme, managing staff, and collaborating with colleagues across divisions to deliver initiatives.

This role plays a key part in maintaining the integrity, clarity, and relevance of media standards and supports the public interest by ensuring that these standards protect the public interest, meet legal requirements and reflect the evolving media landscape.

About the Team

As a member of the six-person Codes and Rules team, you will be joining An Coimisiún at a time when we have grown to over 200 staff and we are implementing the delivery of its inaugural strategy. Covering the period 2025-2027, this strategy sets out an ambitious vision for a thriving, diverse, creative, safe and trusted media landscape and details six strategic outcomes, all of which are relevant to the work of the Codes and Rules team.

The Code and Rules team is one of five teams in An Coimisiún's Policy, Research and Strategy division. The role of the Code and Rules team is to develop and update codes, rules and guidance applying to media services in Ireland and to support and guide the implementation of these standards.

The team works on a range of initiatives, including in collaboration with other teams within the Policy, Research and Strategy division and within An Coimisiún more generally. Current examples in this regard include: guidance on identifying and reporting illegal online hate content; the operationalisation of the Online Safety Code; the development of new rules for on-demand media services, and; the updating of codes and rules for broadcasting services in Ireland.



Coimisiún
na Meán

Key Responsibilities

1. Policy Development and Management

- Guide the development, review, and revision of media codes, rules, guidance and related policy documents.
- Ensure all policy and codes, rules and guidance reflect legal obligations and the reasonable expectations and interests of media users and audiences.
- Coordinate public consultations on the development of, or the updating of, codes, rules and guidance and related policy.

2. Regulatory Interpretation and Guidance

- Provide advice and interpretation of codes, rules and guidance to internal teams and external stakeholders.
- Develop and publish clear guidance to help industry stakeholders understand and apply regulatory requirements and facilitate complaints by the public.

3. Stakeholder Engagement

- Engage with broadcasters, on-demand and online providers as well as civil society groups, policymakers and the public to inform policy positions.
- Represent Coimisiún na Meán in cross-sector policy groups, industry working groups, and international regulatory fora.

4. Monitoring and Analysis

- Monitor emerging trends in media regulation, media consumption, and societal attitudes.
- Assess the effectiveness and impact of existing codes, rules and guidance drawing on research, evaluations and reviews and stakeholder feedback.

5. Reporting and Governance

- Prepare briefing papers, reports, and policy position statements for senior management, the Commission and oversight bodies.
- Ensure that policy activity aligns with Coimisiún na Meán's strategic objectives, statutory duties and internal control framework including risk management.

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 5 years of experience in policy, legal or regulatory roles within the media, communications, civil society or government sectors or equivalent experience as a media practitioner or media educator.
- A strong understanding of media regulation in a legal, journalistic, educational or public policy context.
- Experience developing or interpreting regulatory frameworks.
- Proven ability to engage with a range of stakeholders,
- Sound judgment and the ability to balance regulatory, legal, editorial, and public interest considerations.
- Experience of leading and managing projects.
- Experience of leading, managing and developing people and teams.
- Excellent writing and drafting skills, with the ability to produce clear and accessible policy documents.

Desirable Criteria

- A relevant third level qualification in policy, media or law.
- Experience of managing consultation processes.
- A commitment to freedom of expression and public interest regulation is highly desirable.



Key Information

Benefits, Package & Pay

- This position is offered on a Permanent basis.
- Full time, 35 hrs per week
- Annual Leave: 30 days per annum
- The role will be a hybrid role combining home and office working. Our current hybrid policy is 2 days in the office.
- Our office is located at One Shelbourne Buildings, Shelbourne Road, Dublin 4, D04 NP20.
- For a full list of benefits see our website [here](#)
- This position is graded at the Assistant Principal [scale](#).
- 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 (max 2 pages) and a Cover letter/personal statement (max 1 page) outlining why you believe your skills, experience and values meet the requirements of the position **via** [HERE](#)
- Appointment to this role is subject to the candidate's eligibility to work in Ireland. All positions require candidates to live in the Republic of Ireland or Northern Ireland.
- Candidates who engage in canvassing will be disqualified and excluded from the process

For queries related to the application or selection process related to this role, please contact cnam@cpl.ie

Competencies

Please see the competencies below that will be assessed at interview stage for this competition.

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



Trust



Impact



Courage



Independence



People
Focused



Integrity

Selection Process

The selection process will include:

Shortlisting of candidates based on the information provided in their application, assessed against the specified criteria for the role.

- A competency-based preliminary interview
- A second-round interview for candidates successful in the first round, which will include a presentation or another practical exercise

The first interview will take place via MS Teams. The second interview will be conducted in person at our Dublin office.

Reasonable Accommodations

Reasonable accommodations will be provided, if required, during the recruitment process. To discuss and request reasonable accommodations in confidence please contact amckiernan@cnam.ie

Coimisiún na Meán is an equal opportunities employer. We welcome applications from candidates with diverse backgrounds and are committed to championing an inclusive and diverse workforce which reflects modern Ireland. We work to create a culture where everyone has equal access to opportunity and feels comfortable to be their authentic selves at work.

Closing Date: 22nd July 2025, at 3pm



Investors in
Diversity

BRONZE

