

# Assistant Director - Platform Supervision

Assistant Principal Grade

Platform Supervision & Investigations



June 2025

Dear Applicant

Thank you for your interest in the role of Assistant Director, Platform Supervision.

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 roles for our Platform Supervision team. These roles will contribute to delivering the strategy that we adopted earlier this year. It will contribute to our goals 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

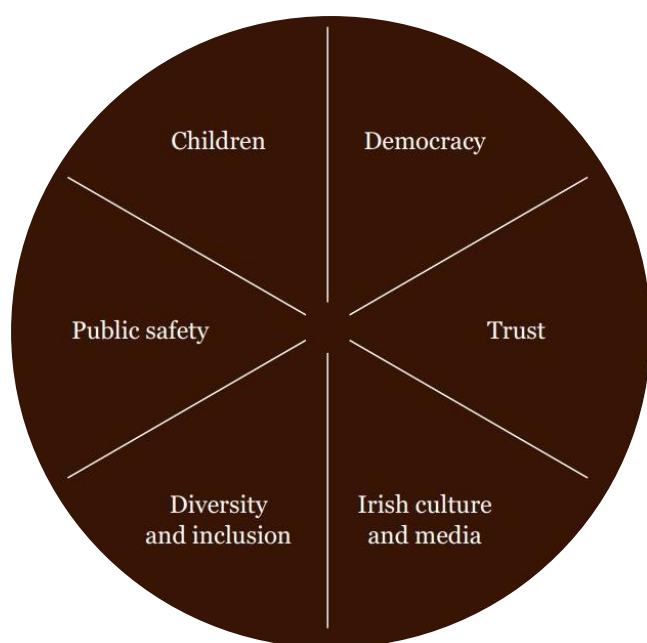


Our vision is for a thriving, diverse, creative, safe and trusted media landscape.



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



To view our full Strategic Statement, see [here](#)



Coimisiún  
na Meán



# About This Role

## Role Purpose

In the Platform Supervision & Investigations division Assistant Directors will manage people and projects, and coordinate with stakeholders nationally and internationally. Assistant Directors will draft and launch procedures for cross functional teams and support the development and delivery of compliance obligation messaging and reviews. In the Platform Supervision team, Assistant Directors will manage people and projects, and coordinate with stakeholders nationally and internationally. Assistant Directors will draft and launch procedures for cross functional teams and support the development and delivery of compliance obligation messaging and reviews. They will lead and take part in supervisory activities and other work contributing to the mission of Coimisiún na Meán

## About the Team

The mission of the Platform Supervision and Investigations division is to understand the services and operations of the organisations that Coimisiún na Meán regulates. This includes monitoring compliance with regulatory obligations, resolving issues voluntarily when appropriate, and taking formal compliance action when warranted. The Division is made up of six teams; 4 devoted to the supervision of platforms, an investigations team and an operations team which will help determine regulatory strategy.

## Key Responsibilities

- Provide support to the relevant Director in managing operational and strategic workstreams
- Conduct analysis and deliver reports on service documentation obligations (under legislative areas including DSA ( Digital Services Act), OSC ( Online Safety Code) and TCOR ( Terrorist Content Online Regulation)
- Lead on stakeholder management and provide support for operational and strategic programs, including pan-European DSC and European Commission collaboration
- Lead on capacity planning for project and business-as-usual functions in assigned areas
- Manage data gathering, identification, and categorisation of regulated entities
- Conduct supervision process reviews
- Supervise records management activities, in collaboration with internal teams
- Generate reports and presentations for internal and external audiences
- Lead on reviews of legislation and provide recommendations to transform codes and rules into working processes
- Lead on the development of regulatory driven processes and provide recommendations to change or improve processes
- Lead BAU or project-based teams including managing, hiring and developing a high performing team
- Mentoring and coaching team members to develop their potential

***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.***



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# About You

## Experience, Skills, Knowledge & Qualifications

### Essential Criteria

- At least 5 years' relevant work experience, with a minimum of 2 years of line management experience.
- Experience in the technology sector or working for a regulatory agency/body.
- Excellent planning and organisational skills and the ability to prioritise effectively and manage a significant and diverse workload.
- Well-developed interpersonal skills with the ability to build relationships with many different stakeholders and demonstrate negotiation and influencing skills.
- Ability to work on initiative and within project teams.
- Excellent written communication skills in various forms, including presentations, policy documents, correspondence and reports.
- Experience in assessing large datasets, policies, or legislation and producing summary outputs for diverse audiences
- Future focused and resilient enough to view challenges as learning opportunities
- You respect laws, rules and due process as a framework for delivering a positive impact on society
- Excited about applying your specialist knowledge of online safety

### Desirable Criteria

- Legal or paralegal qualifications
- Experience with CRM tools and customer interaction processes
- Experience in database management
- Experience in data querying and analysis using SQL, Python etc.
- A recognised qualification/degree of at least Level 7 on the National Framework of Qualifications in a relevant discipline.
- Fluency in or working knowledge of the Irish language.



# 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

## 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 may 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](mailto: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: 3pm, Monday 30 June**



Investors in  
**Diversity**

**BRONZE**

