

Regulatory Compliance Manager

Higher Executive Officer Grade

Media Landscape Division

Applicant Information Pack



July 2025

Dear Applicant

Thank you for your interest in the role of Regulatory Compliance Manager.

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 Regulatory Compliance Manager. This role 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.

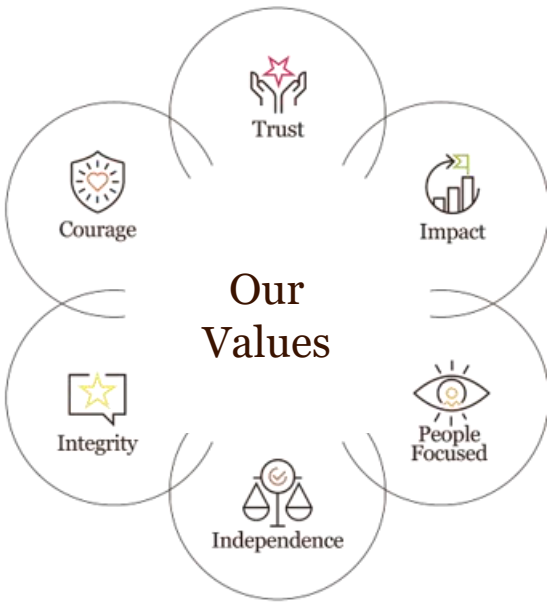


We regulate, support and develop a media landscape that underpins fundamental rights and fosters an open, democratic and pluralistic society.

Our Strategic Outcome Areas



Our Values



About This Role

Role Purpose

This role supports the delivery of statutory functions under the Broadcasting Act and the Accessibility Act. The successful candidate will contribute to the development, implementation, and oversight of compliance frameworks, ensuring regulated entities meet legislative and regulatory requirements. The role requires a high level of analytical capability, independent judgement, and the ability to communicate effectively, while also contributing to team performance and cross-functional collaboration within the Media Landscape Division.

About the Broadcasting & VOD Compliance & Complaints Team

The Broadcasting & VOD Compliance & Complaints team sits in the Media Landscape division and handles complaints about broadcast and video on-demand content not meeting standards in relation to matters such as harm, offence, incitement to violence/hatred, fairness, objectivity and impartiality. The team also monitors compliance with media service codes and rules, broadcasting contracts and European Works obligations for broadcasters and VOD providers.

Key Responsibilities

- Research and analyse regulatory, legislative, and compliance issues relating to the Broadcasting Act and the Accessibility Act.
- Support the design, implementation, and review of a regulatory compliance framework for the Accessibility Act.
- Monitor compliance, assist with complaints handling and support enforcement activities
- Contribute to the integration of new compliance requirements into existing frameworks and workflows.
- Prepare reports, draft decisions, and support the development of periodic reviews, briefing materials, and communications outputs.



Coimisiún
na Meán

Key Responsibilities Continued

- Engage and collaborate with internal and external stakeholders, including regulated entities and advocacy groups
- Provide direction and oversight to team members, ensuring effective delivery of work plans and objectives.
- Plan, prioritise, and organise work in line with direction from senior management, ensuring high-quality outputs are delivered within agreed timeframes.

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

- Demonstrable experience of independent research and data analysis
- Proven capability to make sound, timely decisions and recommendations in a compliance or policy environment.
- Strong written and verbal communication skills, with the ability to present complex information clearly and professionally.
- Track record of producing high-quality work within tight deadlines.
- Ability to work independently while also collaborating effectively as part of a team.
- Experience in planning and organising work, including performance management and delivery of objectives.
- Capacity to develop subject matter expertise in complex or evolving policy areas.

Desirable Criteria

- Knowledge of accessibility requirements under national or EU legislation.
- Experience in the development or implementation of regulatory or compliance frameworks.
- Experience supporting regulatory complaints handling, monitoring, or enforcement functions.
- Experience drafting reports, regulatory decisions, or communications materials for a policy or public service context.
- Demonstrated ability to engage with diverse stakeholders



Key Information

Benefits, Package & Pay

- This position is offered on a Permanent basis.
- Full time, 35 hrs per week
- Annual Leave: 29 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 Higher Executive Officer [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.

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



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. Candidates shortlisted will be invited to a competency-based interview which 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: 3pm, 22 July 2025



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Diversity

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