



Coimisiún
na Meán

People Operations, Executive Officer

Corporate Services Division

Applicant Information Pack



June 2025

Dear Applicant

Thank you for your interest in the role of People Operations, Executive Officer.

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 People Operations, Executive Officer. 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

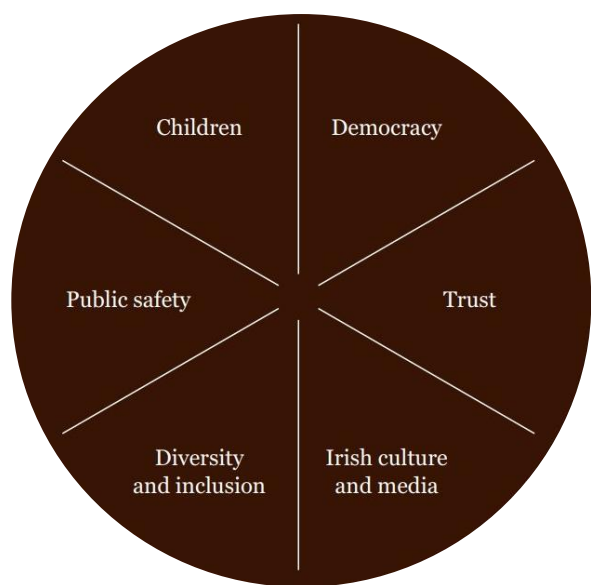


Our vision is for a thriving, diverse, creative, safe and trusted media landscape.



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 People Operations Executive Officer plays a key role in supporting the People and Organisational Development team by delivering high-quality administrative and operational assistance within the People Operations function. This role is essential to maintaining accurate employee records, ensuring compliance with policies and legal requirements and supporting the smooth and efficient running of core People processes.

About the Team and Division

The postholder will work within the People & Organisational Development (POD team) alongside an existing People Operations Executive Officer, ensuring a collaborative and coordinated approach to supporting the team and wider organisation. The role also contributes to the organisation's strategic objectives by enabling an effective, compliant and forward-thinking People service.

The POD team falls within Coimisiún na Meán's Corporate Services Division along with the areas of Governance, Finance & Procurement, International Affairs and the Commission Secretariat.

Key Responsibilities

HR Policies and Compliance:

- Assist in drafting, updating, and embedding People policies and procedures, ensuring they are accessible and well-communicated across the organisation;
- Support the preparation of documentation for internal and external audits, ensuring timely and accurate submissions;
- Monitor changes in employment legislation and ensure internal practices remain compliant;
- Support GDPR compliance efforts related to employee data handling and retention.



Coimisiún
na Meán

Key Responsibilities (Continued)

People Data Management:

- Maintain and update employee records in the HRMS, ensuring all data is accurate, up-to-date and handled with strict confidentiality;
- Oversee and manage records, including employee lifecycle data, attendance, leave balances and contract details;
- Collect and compile preliminary payroll data, including new hires, leavers, salary changes, increments and deductions;
- Ensure data integrity and accuracy across HR systems, performing regular audits and reconciliations;
- Generate regular and ad hoc HR reports and dashboards to facilitate strategic and operational decision-making;
- Support pension scheme administration, including preparing data for annual benefit statements and responding to employee queries.

Employee Relations and Communication:

- Act as a first point of contact for HR-related queries via the People team inbox, escalating where necessary;
- Attend industrial relations meetings to take accurate notes and support documentation;
- Assist with internal communications, including newsletters, policy updates and announcements;
- Support line managers by providing guidance and administrative assistance on people management processes, such as performance management, sick leave management and other employee lifecycle matters.

General Administrative Support:

- Provide day-to-day administrative support to the People team, including document preparation, meeting coordination and record-keeping;
- Support with onboarding and offboarding processes, including managing induction schedules and exit documentation;
- Assist with ad hoc HR projects and initiatives, including process improvements and other operational tasks.



About You

Experience, Skills, Knowledge & Qualifications

Essential Criteria

- At least two years of experience working in HR administration or a similar role;
- Excellent numerical skills, with a high level of accuracy and attention to detail;
- Demonstrable experience in developing and supporting effective administrative processes and workflows;
- A sound understanding of HR best practices, policies and procedures;
- Proficiency in Microsoft Office applications (especially Excel) and familiarity with Human Resource Information System (HRIS) / Human Resources Management System (HRMS) platforms;
- Excellent organisational and time management skills, with the ability to manage multiple priorities;
- Strong verbal and written communication skills;
- A high degree of discretion and the ability to maintain confidentiality when handling sensitive information;
- Problem-solving and critical thinking abilities to support continuous improvement of HR processes;
- Strong interpersonal skills and the ability to work collaboratively across teams.

Desirable Criteria

- Experience in preliminary payroll;
- CIPD membership (or working towards);
- Previous experience in public sector/civil service, including knowledge and understanding of relevant pension schemes.



Key Information

Benefits, Package & Pay

- This position is offered on a Permanent basis.
- Full time, 35 hrs per week
- Annual Leave: 23 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 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

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

Competencies

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

People Management

Analysis and decision making

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. The selection process may include an aptitude assessment of one or more of the essential competencies for the post. 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: 14th July 2025, at 3pm.



Investors in
Diversity

BRONZE

