



Coimisiún
na Meán

Legal Administrator

Executive Officer Grade

Legal Services Division

Applicant Information Pack



September 2025

Dear Applicant

Thank you for your interest in the role of Legal Administrator.

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 a Legal Administrator. 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

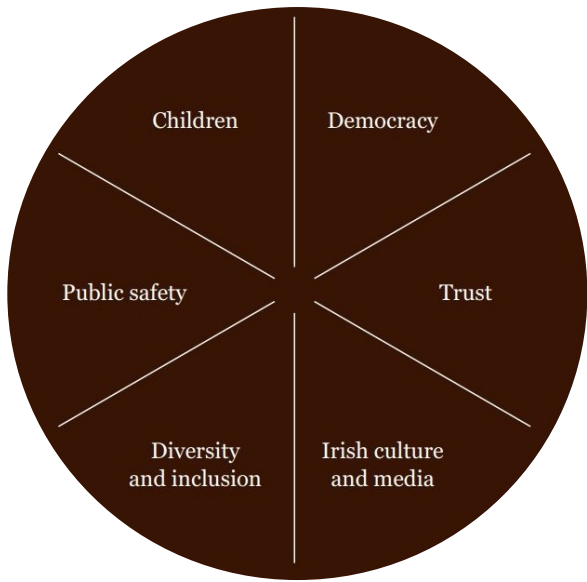


Our vision is for a thriving, diverse, creative, safe and trusted media landscape.



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

The Legal Administrator will provide high-quality administrative support to the Legal Services Division (LSD). This role ensures the effective management of legal budgets, procurement processes, and operational administration, enabling the division to deliver its services efficiently. The postholder will work closely with legal colleagues, external law firms, and internal finance and procurement teams to maintain smooth day-to-day operations and compliance with financial and procurement requirements.

About the Legal Services Division

The **Legal Services' Division** (LSD) ensures that An Coimisiún is aware of legal issues and acts in accordance with relevant legislation including the Broadcasting Act 2009, the Digital Services Act and the Terrorist Content Online Regulation, among others. LSD helps Coimisiún na Meán in its day-to-day work by contributing legal expertise, supporting the organisation's strategy and facilitating An Coimisiún to execute its work programme in accordance with legal obligations.

Key Responsibilities

- Manage law firm billing processes and ensure timely payments.
- Review legal budgets, prepare forecasts, and support the management of significant legal expenditure.
- Provide procurement support including liaising with procurement colleagues, assisting with tendering processes, and the administration of new contracts for legal services.
- Assist in the recovery of legal cost awards and manage any costs claims against the organisation.
- Respond to financial queries and liaise with financial controllers or relationship contacts within law firms.
- Claim and process expenses in line with organisational policies.
- Provide administrative support for projects.
- Organise meetings, training sessions, and other divisional activities as required.
- Carry out general administrative duties to support the effective running of the Legal Services Division.

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.



Coimisiún
na Meán

About You

Experience, Skills, Knowledge & Qualifications

Essential Criteria

- Previous experience in a legal administrative role, either in a corporate or public sector setting
- Attention to detail and high level of accuracy.
- Fully proficient in Microsoft Office including Word, Excel, Outlook.
- Good organisational and time-management skills.
- Excellent communication skills, both written and verbal.

Desirable Criteria

- Diploma or degree in legal studies, public administration, business administration, or related discipline is highly desirable.
- Experience in a public sector environment



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. 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: 23rd September 2025, 3pm



Investors in
Diversity

BRONZE

