

# Investigations Manager

Higher Executive Officer Grade  
Platform Supervision & Investigations

Applicant Information Pack



October 2025

Dear Applicant

Thank you for your interest in the role of Investigations 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 the Investigations Manager role. 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 MacEivilly, John Evans

# Our Vision and Mission

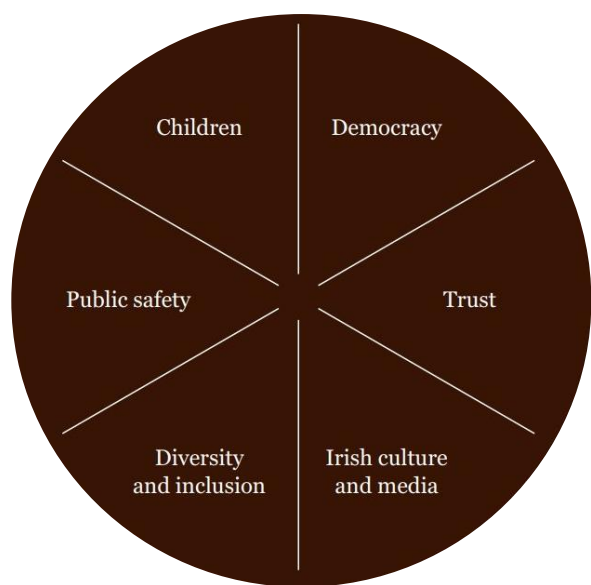


Our vision is for a thriving, diverse, creative, safe and trusted media landscape.



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 Investigations Manager will manage people and projects internally, and coordinate with external stakeholders nationally and across the European Union. The role holder will take part in investigation and enforcement activity, data gathering and review, drafting of various legal documents, investigation reports and other work contributing to the mission of Coimisiún na Meán. The role will be a hybrid role combining home and office work, based at An Coimisiún's offices in One Shelbourne Building, Dublin 4.

## About the Team/Division

The Investigations team sits within the Platform Supervision and Investigations Division and is responsible for investigating alleged breaches of regulations, including the DSA, Terrorist Content Online Regulation and the Online Safety Code. The team must investigate alleged breaches in accordance with relevant legislation and adhere to fair procedures. The team is also responsible for supporting the European Commission with certain aspects of its investigations and if a request has been made under Article 66 of the DSA.

## Key Responsibilities

- Responsibility within the team for the timely and efficient progression of investigatory cases allocated to the Platform Supervision & Investigations Division.
- Project planning and administration.
- Assisting with the scoping of investigation work.
- Drafting case-related legal documentation including investigation letters, correspondence, case analysis, investigation reports and other supporting documentation.
- Assisting in the collection and analysis of evidence, including drafting document requests.
- Assisting team members in any litigation which may arise.
- Drafting of investigatory policies and procedures.
- Reviewing legislation and advice to transform codes and rules into working processes.



Coimisiún  
na Meán

# Key Responsibilities (continued)

- Collaboration with internal and external teams to develop, maintain and update investigative best practices.
- Collaboration with Government departments, the European Commission, and other Digital Service Coordinators.
- Development of investigation/enforcement practices and recommendations to change or improve processes.
- People Management, to include managing 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.*

## About You

### Experience, Skills, Knowledge & Qualifications

#### Essential Criteria

- Level 7+ qualification in law, regulation, compliance, or related discipline, or equivalent professional experience.
- Experience in regulatory investigations, risk management, or trust and safety in the tech sector.
- Strong planning and organisational skills with the ability to prioritise and manage a varied workload.
- Excellent written communication skills across reports, policies, correspondence, and presentations.
- Commitment to legal compliance and positive social impact.

#### Desirable Criteria

- Experience in procedural/administrative law or working in high-pressure legal, regulatory, or compliance environments.
- Knowledge of Irish and/or European legislation and policies on digital services.
- Familiarity with technology firms' policy development, risk assessment, and mitigation practices.
- Experience in trust and safety, policy enforcement, and legal drafting, including reasoned decision-making.
- Proficiency with e-investigation tools, case management, and digital service compliance.
- Fluency 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: 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

Late applications or applications not received through the correct channel, as indicated above, will not be considered.

For queries related to the application or selection process related to this role, please contact [cnam@cpl.ie](mailto:cnam@cpl.ie)

## 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 Angeline McKiernan at [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 on 6<sup>th</sup> November 2025



Investors in  
**Diversity**

**BRONZE**

