



Coimisiún
na Meán

Assistant Director

Assistant Principal Grade
Legal Services

Applicant Information Pack



November 2025

Dear Applicant

Thank you for your interest in the role of Assistant Director, Legal Services.

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, Legal Services. 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

We are looking for enthusiastic and motivated people to join our team who are interested in a purpose driven role and want to make a difference in cutting-edge areas of law. You will be working on a wide range of matters including working cross-functionally, representing Coimisiún na Meán nationally and internationally and driving societal change.

An Coimisiún is seeking to recruit a number of Assistant Directors at Assistant Principal grade in the LSD. This is an exciting opportunity for experienced lawyers to support in the delivery of legal services in a dynamic values driven organisation.

The purpose of this role is to:-

- Support the Legal Services Division in providing high-quality, solution-focused legal advice and support on all aspects of An Coimisiún's functions;
- Support the strategic priorities of An Coimisiún and provide advice on legal matters affecting its national and European work including in relation to its Online Safety regulatory functions, including Digital Services Coordinator responsibilities;
- Advise on ensuring that Ireland's media landscape remains thriving, diverse and safe;
- Engage with external barristers and solicitors to advise on a variety of legal matters, such as regulatory litigation or appeals, investigations and other statutory procedures;
- Advise on a range of legal areas including public and regulatory law, media law, supporting litigation before courts, enforcement powers and procedures, and supporting legislative change
- Represent An Coimisiún at meetings both at a national and European/international level.



Coimisiún
na Meán

About This Role - Continued

The scope of your work may include advising on the Online Safety and Media Regulation (OSMR) Act 2022, Digital Services Act, Broadcasting Act 2009 as amended, Terrorist Content Online Regulation, European Media Freedom Act, and AI Act and the TTPA (Regulation (EU) 2024/900 of the European Parliament and of the Council of 13 March 2024 on the transparency and targeting of political advertising).

An Coimisiún is committed to supporting your CPD (Continuing Professional Development) through any activities that develop and widen your knowledge in areas that further support our work.

About the Team

The Legal Services Division ("LSD") at An Coimisiún plays a crucial role in ensuring that the Commission is aware of legal issues and risks and acts in accordance with relevant legislation and fair procedures. Reporting to the Directors, the Assistant Director will work with, and support, the organisation, ensuring that An Coimisiún effectively carries out its statutory functions under national and European law and works towards its objectives as described in its Strategy Statement.

We are a dynamic, experienced team of lawyers working in a central LSD which is expanding. Led by a General Counsel, we currently have three Legal Directors working closely with a team of Assistant Directors, each supporting a range of areas central to the Commission's objectives. Our team is supported by a Legal Analyst who provides research and supports the sharing of knowhow across the team.



Areas of Advice

Our team advises on the following broad areas:

Enforcement and Policy: All aspects of our Online Safety Regulatory Framework, which includes, the Digital Services' Act, the Online Safety Code, the Terrorist Online Content Regulation, and all aspects of our regulatory remit under the Broadcasting Act relating to broadcasting and licensing of Media Service Providers, including Public Service Media and Video On Demand services.

Broadcasting and Media Development: On Journalism Schemes, Digital Transformation Schemes, media funding, complaints under the Broadcasting Act, including conducting investigations into broadcasters and Video On Demand services and advising on the impact of legislation including European Media Freedom Act

Litigation and Investigations: On challenges brought against decisions through High Court judicial review, legislative review mechanisms or statutory appeals and advice on all fair procedures aspects of initiating and conducting investigations.

Organisational Advice: On a range of matters including governance issues such as protected disclosures, regulation of lobbying requirements, freedom of information issues, conflicts of interest issues, data-related matters, contracts, and imposition of levies on regulated entities.

Key Responsibilities

- Provide clear, concise, practical and strategic legal advice to inform and guide An Coimisiún;
- Minimise legal risk in respect of any proposed regulatory measures, ensuring that it is supported by the facts and consistent with applicable law and the administrative process ensuring that the proposed measure is properly conducted;
- Analyse new areas of the law and solve problems by thinking strategically and creatively and collaborate with others by building relationships with colleagues from a range of disciplines;



Key Responsibilities - Continued

- Contribute to the management of litigation as required, particularly in the context of appeals/judicial review and enforcement, including advice on correspondence, affidavits, expert reports and other documents required in Court proceedings;
- Liaise with legal and other staff in government departments, public bodies and national and European regulatory authorities both as required; and
- Contribute to organisation-level legal and regulatory policy issues.

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 and change.

About You

Experience, Skills, Knowledge & Qualifications

Essential Criteria

As an excellent barrister or solicitor, you'll have the desire to develop your expertise in new areas of law and the agility to operate in a stimulating and fast-moving environment. You will provide solutions focused advice and be highly collaborative and supportive of your colleagues.

Ideally you will have experience and skills in some of the following areas: regulatory law, public law, enforcement (civil or criminal), technology law, privacy law, broadcasting and media law, human rights and litigation. We will expect you to be committed to our mission.

- Candidates must have been called to the Bar in the State **or** have been admitted and be currently enrolled as a solicitor in the State **or** hold a professional qualification in law which would be acceptable to An Coimisiún, as being equivalent to the above **and** have at least 3 years' post-qualification experience as a practising barrister/solicitor;
- Relevant work experience either in a law firm, as a practising barrister, as in-house counsel, in the public, private sector or third sector, with a strong record of professional achievement;



About You

Experience, Skills, Knowledge & Qualifications

Essential Criteria – Continued

- Experience within an environment of similar complexity;
- Ability to provide clear, solutions focused and strategic legal advice in ‘Plain English’;
- Experience in one or more of the following areas of law: regulatory law, public law, technology law, broadcasting law, privacy law, human rights and litigation.

Desirable Criteria

- Qualifications and/or experience in law above the essential requirements;
- Up-to-date specialist legal knowledge relating to the work of An Coimisiún, including knowledge of Irish and EU legislation and willing to pursue this as part of CPD;
- Experience of administrative enforcement regimes and investigations (civil and/or criminal) including any experience of litigation arising from enforcement or investigations
- Proven ability to operate collaboratively at all levels within an organisation providing accurate and timely advice on a variety of legal topics;
- Experience in drafting and/or reviewing complex legal documentation such as regulatory decisions or procedures, legislation or consultation documentation.



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

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

Competencies

Please see the competencies below that will be assessed at interview stage for this competition. For more information on the competencies visit our [frequently asked questions](#).

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 will 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 Angeline McKiernan at 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, 27th November 2025



Investors in
Diversity

BRONZE

