

Talent Acquisition Officer

Executive Officer Grade
Corporate Services Division

Applicant Information Pack



November 2025

Dear Applicant

Thank you for your interest in the role of Talent Acquisition 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 Talent Acquisition 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

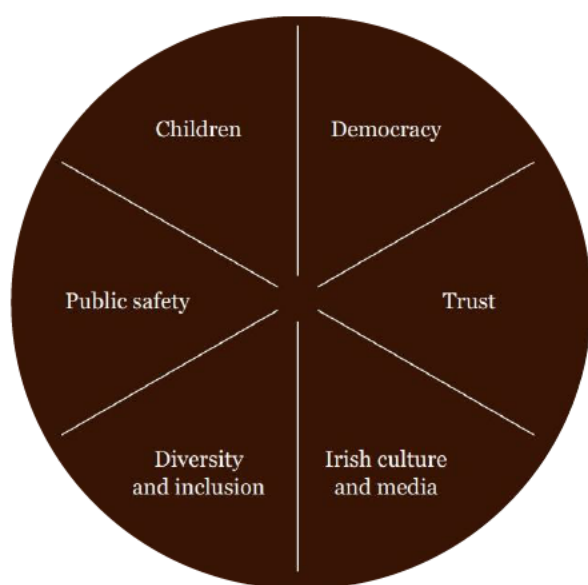


Our vision is for a thriving, diverse, creative, safe and trusted media landscape.



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

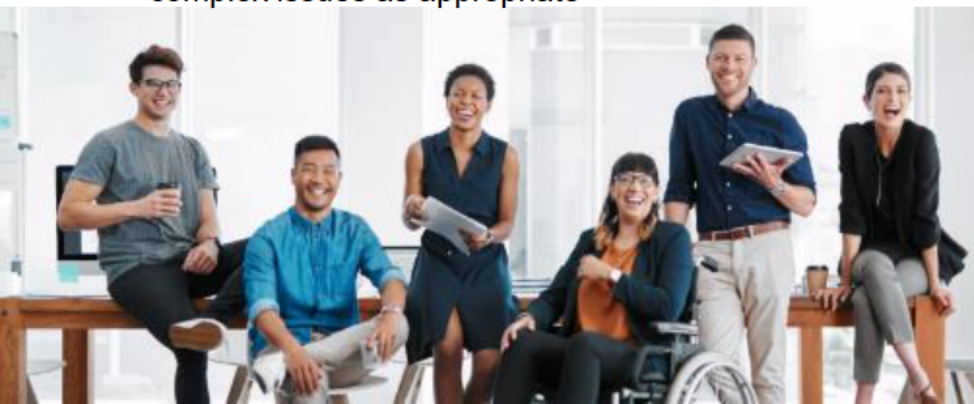
The Talent Acquisition Officer will provide operational and administrative support to the Talent Acquisition and Workforce Planning Team, assisting with the delivery of recruitment campaigns. The role will involve supporting key recruitment activities, maintaining accurate records, coordinating onboarding activities and contributing to the efficient and compliant operation of the Talent Acquisition and Workforce Planning Team.

About the Team

The Talent Acquisition and Workforce Planning team is part of the People and Organisational Development Team in Coimisiún na Meán. The team supports the organisation in attracting, recruiting, and retaining talented individuals, while providing insight and planning to ensure the workforce meets current and future needs. The team works closely with hiring managers and external partners to deliver efficient, fair, and transparent recruitment processes, promoting equality, diversity, inclusion, and the development of a skilled and engaged workforce.

Key Responsibilities

- Support the delivery of recruitment campaigns by coordinating key activities such as advertising, shortlisting logistics, and communications with hiring teams.
- Provide administrative and logistical support for onboarding activities, including coordination of welcome materials, system access for new starters and support with Integration (induction) Days.
- Maintain and update recruitment and onboarding data on various spreadsheets
- Liaise with external advertising platforms and recruitment partners to place job advertisements and monitor responses.
- Contribute to process improvements by identifying opportunities to streamline administrative steps and enhance candidate experience
- Assist in ensuring compliance with recruitment policies, procedures, and relevant legislation throughout the recruitment process.
- Work with colleagues across the organisation to understand workforce needs and provide practical recruitment support and advice, escalating complex issues as appropriate



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Key Responsibilities (continued)

- Ensure records and documentation are accurately maintained in line with data protection requirements and audit standards.
- Support the implementation of projects or initiatives (e.g. new recruitment processes, system enhancements, policy rollouts) under the direction of HEOs or Head of Talent Acquisition
- Monitor and flag emerging issues or delays in recruitment campaigns, helping to ensure timelines are met.
- Contribute to the development of standard operating procedures and guidance materials to support consistent recruitment practices.
- Participate in cross-team initiatives to support the wider People and OD team
- Provide guidance and support to Clerical Officer ensuring tasks are completed accurately and on time.
- Contribute to reporting and analysis, including preparation of statistics or dashboards on recruitment activity for internal reporting.

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

- Relevant administrative or coordination experience in a busy environment, ideally in HR or recruitment.
- Proven ability to manage multiple tasks and meet deadlines with accuracy and attention to detail.
- Strong written, verbal and interpersonal communication skills.
- Ability to work both independently and collaboratively in a team.
- Proficiency in standard office IT systems and willingness to learn HR platforms.
- Commitment to equality, diversity and inclusion.

Desirable Criteria

- Experience in recruitment or HR functions, ideally in the public sector.
- Familiarity with public service recruitment practices and relevant legislation.
- Experience supporting interviews or assessments.
- Relevant qualification in HR, Business or a related area.



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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

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@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: 3pm 18 November



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Diversity

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