

Assistant Director, Vetted Researchers, 18 month fixed-term contract

Assistant Principal Grade
Policy, Research & Strategy Division



December 2025

Dear Applicant

Thank you for your interest in the role of Assistant Director, Vetted Researchers.

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, Vetted Researchers. 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

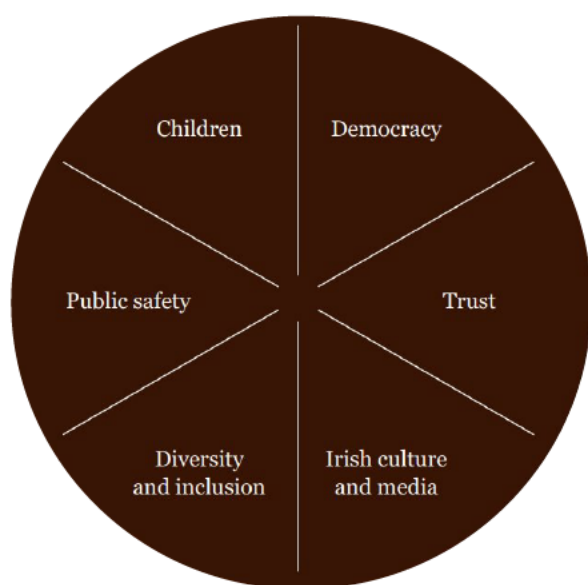


Our vision is for a thriving, diverse, creative, safe and trusted media landscape.



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 Assistant Director, Vetted Researchers role (Assistant Principal) in An Coimisiún is a senior management role with significant managerial responsibilities. As Assistant Director, you will be responsible for leading efforts to operationalise Article 40 of the Digital Services Act (DSA). Your work will contribute to the delivery of strategic outcomes, including safeguarding children, promoting democratic integrity, enhancing trust in online platforms, and fostering diversity and inclusion. You will be instrumental in enabling research into key issues such as the impact of social media on children, information distribution policies on platforms, algorithmic decision-making in recommender systems, and risk mitigation strategies under the Digital Services Act (DSA).

About the Team

The mission of the Research and Strategy team is to undertake research to inform all functions of the organisation; and to design and coordinate the processes by which the organisational strategy is developed and implemented and by which strategy implementation is monitored and reported on. The team undertakes research and strategy work in-house and commissions and oversees third-parties to undertake work on behalf of An Coimisiún, as required.



Coimisiún
na Meán

Key Responsibilities

- Design and implement application processing workflows compliant with statutory obligations.
- Oversee assessment of researcher applications through the end-to-end processing pipeline, including complex applications, ensuring timely and transparent case progression.
- Lead on the development of internal assessment frameworks, which encompass regulatory requirements including data protection.
- Lead on continuous improvement initiatives including coordination with ICT teams on system optimisation and training and guidance for case management team.
- Monitor and report on case management performance, identifying bottlenecks, implementing corrective actions and developing reporting frameworks.
- Work with legal services to translate legal requirements into practical operational procedures and guidance
- Produce high-quality guidance materials, presentations, and reports, and represent the organisation at international meetings and working groups

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

- Demonstrated understanding of data protection principles, including the ability to apply regulatory requirements within research settings.
- Strong expertise in managing data within research projects, including governance, documentation, and data lifecycle processes.
- Ability to plan, coordinate and deliver projects or processes effectively, ensuring deadlines and quality standards are met.
- High level of accuracy and attention to detail when managing data, documentation, and decision-making tasks.
- Strong written communication skills in a variety of forms including presentations, strategy documents, correspondence, and reports.
- Ability to work effectively under pressure, manage competing priorities, and adapt to changing demands.

Desirable Criteria

- Relevant experience of implementation and/or knowledge of Irish and/or European legislation and policies concerning digital services.
- Experience in complaints handling or managing detailed application-based processes, demonstrating sound judgement and clear communication.
- Proven experience in conducting, managing, or evaluating research projects



Key Information

Benefits, Package & Pay

- This position is offered on a 18 month fixed-term 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, 13th January 2026



Investors in
Diversity

BRONZE

