

# Higher Executive Officer, Commission Secretariat

Higher Executive Officer Grade  
Corporate Services

Applicant Information Pack



February 2026

Dear Applicant

Thank you for your interest in the role of Higher Executive Officer, Commission Secretariat.

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 Higher Executive Officer, Commission Secretariat. 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 MacEivilly, John Evans

# Our Vision and Mission

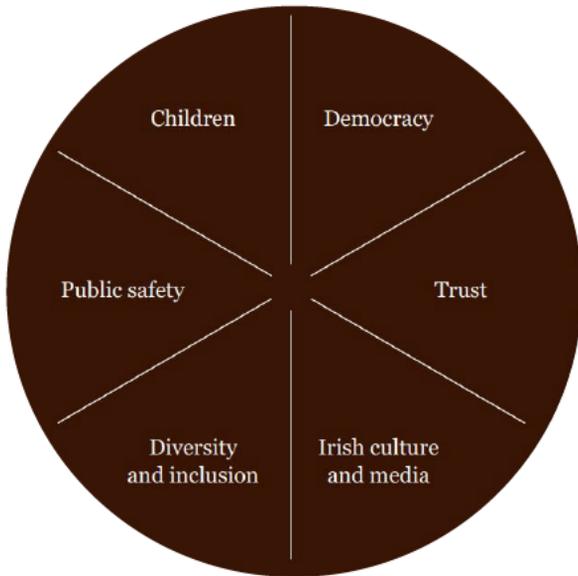


Our vision is for a thriving, diverse, creative, safe and trusted media landscape.



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

As a Higher Executive Officer within the Commission Secretariat, you will contribute to the thriving, diverse and safe online and media landscape by facilitating the effective functioning of the five-member Commission and contributing to good practice across the organisation.

Reporting to the Assistant Director of the Commission Secretariat, you will manage the Commissioners' Office, providing executive, administrative, and operational support to the five-member Commission. The Higher Executive Officer will serve as one of the key points of contact for internal and external matters pertaining to the Commissioners' Office, most notably in respect of the Chairperson.

The successful candidate will be part of a Secretariat Team with responsibility for governance processes, Commission coordination, meeting management and administrative excellence across Coimisiún na Meán.

## About the Team/Division

The Commission Secretariat sits within the Governance and Secretariat Team, one of four teams that make up Coimisiún na Meán's Corporate Services Division. The other Teams are People & Organisational Development, Finance & Procurement, and Change & Business Improvement. Under the leadership of the Chief Operating Officer and Director of Governance & Secretariat, the team will comprise one Assistant Director, one Higher Executive Officer and two Executive Officers.



Coimisiún  
na Meán

# Key Responsibilities

- Managing the Commissioners' Office, ensuring its smooth running, effective processes and appropriate allocation of administrative resources.
- Oversight and coordination of the five Commissioners' Diaries, ensuring realistic scheduling, effective prioritisation and timely coordination of meetings and events, in collaboration with Divisions and the Executive Assistants supporting individual Commissioners.
- Acting as Executive Assistant to Executive Chairperson including diary management, managing email and correspondence handling and preparation for meetings.
- Proactively addressing issues as they arise and making informed decisions to ensure optimal use of the Commissioners' time.
- Maintaining high level external relations with public and private sector officials and managing confidential and sensitive information with discretion.
- Supporting Commission meetings, documentation, governance workflows and Secretariat processes.
- Managing a small team within the Secretariat fostering high standards of service delivery and continuous improvement.
- Maintaining an efficient and organised filing and archiving system.

**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

- Previous experience in managing multiple complex diaries, scheduling appointments, meetings, and events for senior leaders.
- Able to work independently, solve problems, and exercise strong judgement when making decisions.
- Flexibility and adaptability in responsibilities and responsiveness.
- Strong organisational and time management skills, with the ability to prioritise competing demands.
- Proven experience in people management and providing guidance, coordination, or support to administrative staff. .
- Strong interpersonal, verbal and written communication skills with the ability to work collaboratively as part of a team.
- Experience supporting executives, boards, committees, or senior decision makers.
- Demonstrated ability to manage confidential and sensitive information with discretion.

### Desirable Criteria

- Familiarity with regulatory environments
- Understanding of public sector governance, including the Code of Practice for the Governance of State Bodies



# 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. For more information on the competencies visit our [frequently asked questions](#).

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 5<sup>th</sup> March 2026**



Investors in  
**Diversity**

**BRONZE**

