

Assistant Director

Specified Purpose Contract

Assistant Principal Grade

Platform Supervision & Investigations Division

Applicant Information Pack



Dear Applicant

Thank you for your interest in the role of Assistant Director, Platform Supervision (Specified Purpose Contract).

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 300 in our first three years. 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 an Assistant Director in Platform Supervision. 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 MacEvilley, John Evans

Our Vision and Mission

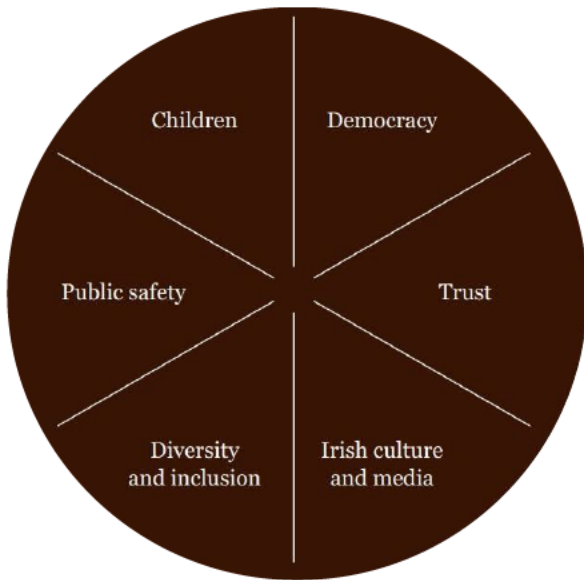


Our vision is for a thriving, diverse, creative, safe and trusted media landscape.



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

This role provides leave cover for an existing Assistant Director position, ensuring continuity in the delivery of Coimisiún na Meán's regulatory functions. The postholder will support the Commission's work by understanding the operations of regulated entities, monitoring compliance with regulatory obligations, resolving issues where possible on a voluntary basis, and taking formal compliance action when required. The role also involves contributing to the development of international engagement strategies on emerging regulatory issues in support of the Commission's strategic policy priorities.

About the Division

The Platform Supervision and Investigations division's main function is to supervise digital services in Ireland and enforce the Digital Services Act ("DSA"), Terrorist Content Online Regulation and Online Safety Code. It consists of four Supervisory teams, an Investigations team and a Regulatory Operations team which help determine regulatory strategy. The User Complaints team also sits in this division and is responsible for receiving complaints against service providers for alleged infringements of the DSA.

The mission of the Platform Supervision and Investigations division is to understand the services and operations of the organisations that Coimisiún na Meán regulates, and to hold regulated entities to account. This includes monitoring compliance with regulatory obligations, resolving issues voluntarily when appropriate, handling user complaints and taking formal compliance action when warranted.

Key Responsibilities

- Support the Platform Supervision Director in managing operational and strategic workstreams.
- Analyse service documentation obligations under legislative areas including DSA (Digital Services Act), OSC (Online Safety Code), and TCOR (Terrorist Content Online Regulation) and deliver reports.
- Lead stakeholder management and support operational and strategic programmes, including pan-European DSC and European Commission collaboration.
- Plan capacity for project and business-as-usual functions in assigned areas.



Coimisiún
na Meán

Key Responsibilities (Continued)

- Manage data gathering, identification, and categorisation of regulated entities
- Lead Supervision Compliance Assessments.
- Oversee records management activities in collaboration with internal teams
- Generate reports and presentations for internal and external audiences.
- Review legislation and provide recommendations to translate codes and rules into practical processes.
- Develop regulatory-driven processes and recommend improvements.
- Lead BAU or project-based teams, including managing, hiring, and developing high-performing staff.
- Mentor and coach team members to support their professional growth.

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

- At least 5 years' relevant work experience, including a minimum of 2 years' line management experience.
- Experience in the technology sector or with a regulatory agency/body.
- Excellent planning and organisational skills, with the ability to prioritise effectively and manage a significant and diverse workload.
- Strong interpersonal skills, with the ability to build relationships with multiple stakeholders and demonstrate negotiation and influencing skills.
- Ability to work on own initiative and collaboratively within project teams.
- Excellent written communication skills across various formats, including presentations, policy documents, correspondence, and reports.
- Experience in analysing large datasets, policies, or legislation and producing clear summary outputs for diverse audiences.

Desirable Criteria

- Legal or paralegal qualifications
- Experience with CRM tools and customer interaction processes
- Experience in database management
- Experience in data querying and analysis using SQL, Python etc.
- A recognised qualification/degree of at least Level 7 on the National Framework of Qualifications in a relevant discipline.
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Key Information

Benefits, Package & Pay

- This position is offered on a specified purpose contract 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

Please review our Privacy Statement [Privacy Statement - Coimisiún na Meán](#) before making an application.

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 21 April

