

Director of Legal Services, Specified Purpose Contract

Principal Officer Grade
Legal Services

Applicant Information Pack



March 2026

Dear Applicant

Thank you for your interest in the role of Director of Legal Services, 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 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 Director of Legal Services, Specified Purpose Contract. 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

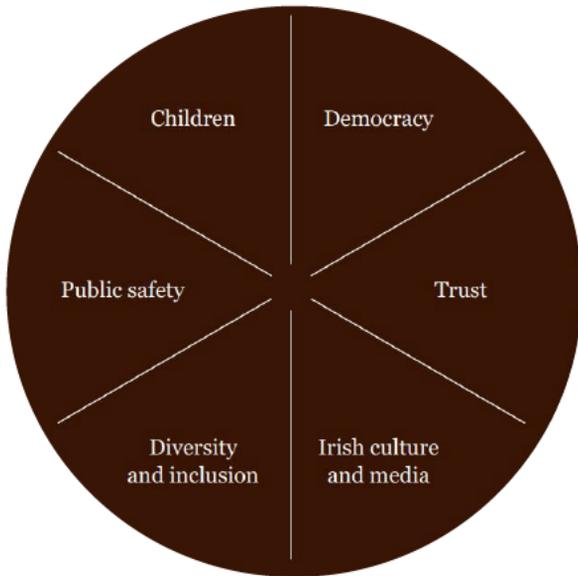


Our vision is for a thriving, diverse, creative, safe and trusted media landscape.



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

About the Legal Services Division

Coimisiún na Meán's mission is to make online and media landscape communications within Ireland Safe, Thriving and a Diverse representative of the people within Ireland. As such our Legal Services Division's mission is to ensure that Coimisiún na Meán is aware of legal issues and risks and acts in accordance with the Online Safety and Media Regulation Act 2022 and other relevant legislation.

The Legal Services Division is a division which contains sections devoted to advising the compliance and enforcement and policy divisions, advising the media landscape and user engagement divisions, and advising other sections within the organisation.

Role Purpose

Coimisiún na Meán is seeking to recruit a Director of Legal Services. This is an exciting opportunity for experienced lawyers, with excellent strategic leadership, to take on a senior management role within a team overseeing the delivery of legal services in a dynamic public sector organisation.

Reporting to the General Counsel, the Director of Legal Services will be responsible for leading a team of lawyers in providing high-quality, solution-focused legal advice and support on all aspects of Coimisiún na Meán's functions.

As a Director of Legal Services, you will support the strategic priorities of Coimisiún na Meán and provide advice on legal matters affecting its national and European work including in relation to its Digital Services Coordinator responsibilities. The scope of your work will also include but not be limited to advising on the Online Safety and Media Regulation (OSMR) Act 2022 and advice on licensing and broadcasting under the Broadcasting Act 2009 as amended.

The Director of Legal Services will advise on ensuring that Ireland's media landscape remains thriving, diverse and safe. Engaging with external barristers and solicitors on a regular basis to advise on a variety of legal matters e.g. in the context of litigation, investigations and other enforcement activities.



Coimisiún
na Meán

About This Role

Role Purpose - Continued

The Director of Legal Services will be expected to advise on a range of matters from regulatory to public law, lead on litigation before courts, and draft policy and statements, advice on enforcement powers with a particular focus on Coimisiún na Meán's statutory duty.

The focus of the role is the provision of legal advice to the research & policy division, the user education division, the user experience division and the communications team. The focus of this role would include but not be limited to the provision of legal advice on:

- The Commission's functions under the Broadcasting Act 2009, as amended, the Online Safety Code, the Digital Services Act and the Terrorist Content Online Regulation and all related areas of law and legislation (both at Irish and EU level).
- Newly acquired and prospective statutory functions of the Commission, including the AI Act and TTPA.
- Processes and procedures under Irish and EU law (including Irish and EU administrative law)
- Legislative Change
- Litigation
- Media Codes and Rules

As necessary, you may also be required to provide advice on other areas of the Commission's functions including but not limited to enforcement (e.g. investigations, designations), complaints, media landscape (e.g. broadcasting, licensing and media mergers), data and technology (e.g. data protection), corporate (e.g. FOI, contracts).

The post holder will be autonomous and results-oriented with experience of providing strategic advice on complex legal matters and the ability to motivate a team to meet ambitious targets and strict deadlines. A key requirement for the position is the ability to anticipate, identify and proactively address legal issues of wider strategic importance to Coimisiún na Meán.

You will also be expected to be capable of representing Coimisiún na Meán on behalf of Ireland at meetings.

Coimisiún na Meán 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.



Key Responsibilities

- Assist with the development of the divisional strategy and workplan of the Legal Services Division and pro-actively contribute to Coimisiún na Meán, achieving its strategic objectives.
- Lead and manage an expanding team to ensure its operational effectiveness, setting high standards and implementing strategies to drive team performance.
- Develop capability and capacity across the team through effective delegation, coaching and mentoring.
- Provide advice, where necessary on all aspects of the Commission's functions
- Oversee the provision of advice to the organisation on Irish and EU legislation including Irish and EU administrative law.
- Analyse new areas of the law and solve problems by thinking strategically and creatively, lead a team, and collaborate with others by building relationships with colleagues from a range of disciplines.
- Management of external legal providers (including in relation to ongoing litigation, where necessary) and the associated legal budget.

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 – Continued

- 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 Coimisiún na Meán, as being equivalent to the above **and** have at least 10 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, or in the public service, with a strong record of professional achievement.
- Experience in one or more of the following areas of law: regulatory law, public law, technology law, broadcasting law, human rights law and litigation
- Leadership and management experience at a senior level within an environment of similar complexity, with a proven ability to motivate and develop people.
- Up-to-date specialist legal knowledge relating to the work of Coimisiún na Meán, including knowledge of Irish and EU legalisation and willing to pursue this as part of CPD.
- Ability to provide clear, solutions focused and strategic legal advice in 'Plain English'.
- Knowledge of legal and corporate governance.
- Experience managing or supervising lawyers and external counsel.

Desirable Criteria

- Qualifications and/or experience in law above the essential requirements.
- Specialist legal knowledge relating to the work of Coimisiún na Meán, above the essential requirements.
- Experience of administrative enforcement regimes and investigations.
- Experience of managing a legal budget.



Key Information

Benefits, Package & Pay

- This position is offered on a specified purpose basis of approximately 12-18 months to cover
- 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 Principal 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

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 & Strategic Direction

Judgement & decision making

Management and Delivery of Results

Building Relationships & Communication

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 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, 25/03/2026



Investors in
Diversity

BRONZE

