

Governance Manager, Specified Purpose Contract

Higher Executive Officer Grade
Corporate Services

Applicant Information Pack



February 2026

Dear Applicant

Thank you for your interest in the role of Governance Manager, 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 Governance Manager, 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

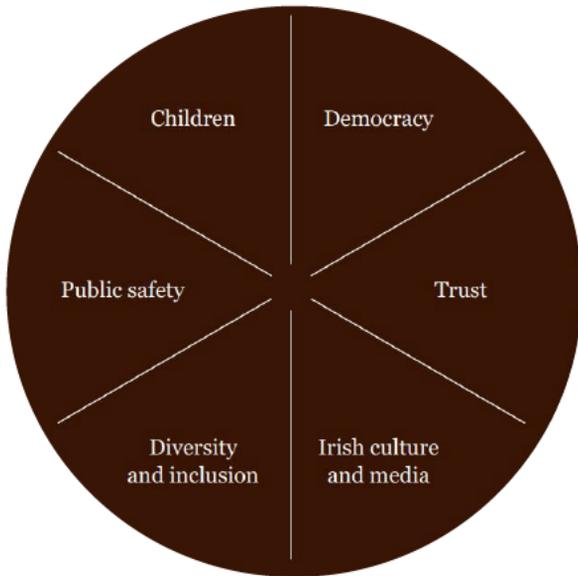


Our vision is for a thriving, diverse, creative, safe and trusted media landscape.



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

Role Purpose

As a Higher Executive Officer within the Governance and Secretariat Team, you will contribute to the thriving, diverse and safe online and media landscape by facilitating the effective functioning of governance, risk and compliance (GRC) processes and contributing to good practice across the organisation.

The Higher Executive Officer will serve as one of the key points of contact for organisational wide GRC matters. Advising and supporting other teams to help further develop and maintain the highest possible standard of practices and reporting across Coimisiún na Meán.

Reporting to the Assistant Director, Governance and Risk, the successful candidate will be part of a dynamic and purposeful team, with opportunities for personal growth.

This is an exciting opportunity for a motivated individual to contribute to the development of best standard governance practices for a new public body

About the Team/Division

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



Coimisiún
na Meán

Key Responsibilities

Governance

- Support the implementation of the Governance framework for Coimisiún na Meán.
- Manage the design and implementation of procedures and systems to ensure An Coimisiún's compliance with all its statutory governance obligations including compliance with the Code of Practice for the Governance of State Bodies and statutory reporting.
- Work cross-functionally to support the design and ongoing management of An Coimisiún's Governance processes.

Risk and Internal Audit

- Manage and report on governance risks and related mitigating action.
- Support the roll-out and functioning of Coimisiún na Meán's risk management framework, including the ongoing coordination of organisational and divisional risk registers and the roll-out of risk management training and the new risk management IT application across the organisation.
- Coordinate the roll-out and ongoing oversight of the Internal Audit workplan

Audit and Risk Committee (ARC)

- Support the Secretary of the Audit and Risk Committee (ARC) in ensuring the effective functioning of the Committee, including the timely preparation and circulation of meeting material.
- Coordinate and manage the delivery of actions arising from the work of the ARC.

IHREC, FOI, Protected Disclosures, Sustainability

- Work cross functionally as required across the Governance team to manage or support the development of policies, procedures, training, and template documentation in areas such as IHREC, Freedom of Information, Protected Disclosures, Sustainability.
- Act as a FOI Decision Maker



Key Responsibilities

People Management

- Manage support staff working with the Governance team and identify the skills and training requirements needed to ensure the organisation can deliver high quality and responsive Governance across all areas of operation.
- Role model Performance Management development for staff developing the skills requirements of the team and mentoring and coaching team members to develop their potential.
- Liaise with the People and Organisational Development team to ensure appropriate Governance updates and training are provided to all staff.

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

- Experience working in a relevant Governance role.
- Proven track record of supporting cross-organisational policy development and implementation.
- Strong, efficient and methodical work methods with the ability to handle multiple tasks in a fast-paced environment.
- Proficient in Microsoft packages, databases and SharePoint.
- Excellent communication skills, both verbal and written but with particular emphasis on written communication.
- Previous experience in supporting the development and rollout of internal control and risk management systems.
- Understanding of knowledge of the Code of Practice for the Governance of State Bodies and relevant governments circulars and guidelines.

Desirable Criteria

- Hold or be working towards certification in a Governance or relevant aspects of public sector governance.
- Experience working in a Governance role within the public sector.
- A relevant third level qualification in Governance or a related field.
- Fluency in the Irish Language (written and verbal).
- Previous experience of the Freedom of Information request process in a Decision maker role.



Key Information

Benefits, Package & Pay

- This position is offered on a specified purpose basis of approximately 7-12 months to cover the absence of a permanent employee on mat leave. 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



Trust



Impact



Courage



Independence



People
Focused



Integrity

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

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

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 25/03/2026



Investors in Diversity

BRONZE

