

Media Regulation Implementation Manager, 12-month Fixed-Term Contract

Higher Executive Officer Grade
Applicant Information Pack



April 2026

Dear Applicant

Thank you for your interest in the role of Media Regulation Implementation Manager, 12-month Fixed-Term 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 Media Regulation Implementation Manager, 12-month Fixed-Term 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 MacEilly, 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 will support the implementation of new and emerging statutory functions assigned to Coimisiún na Meán arising from EU and domestic media regulation. This includes regulations aimed at strengthening media pluralism and independence and ensuring transparency in media ownership and state advertising. The role spans regulatory assessment, stakeholder engagement and compliance monitoring across a dynamic and evolving media landscape.

Key Responsibilities

- Supporting the assessment of media merger notifications, including gathering and analysing data on audience share, market reach, market conditions and competitive dynamics to inform merger decisions.
- Supporting the implementation of State advertising transparency requirements, including engaging with public entities and bodies to roll out reporting guidelines and procedures, ensure compliance and monitor and report on outcomes.
- Engaging with Media Service Providers (MSPs) to ensure compliance with statutory transparency requirements and monitoring and reporting on outcomes.
- Coordinating with the European Board of Media Services on relevant media regulation issues.
- Supporting the Policy and Media Landscape teams on additional functions and projects, as required.

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.



Coimisiún
na Meán

About You

Experience, Skills, Knowledge & Qualifications

Essential Criteria

- At least three years' experience working in a policy, regulatory, media or legal environment.
- Familiarity with EU and domestic media regulation, including the European Media Freedom Act (EMFA).
- Proven ability to develop and implement project plans, particularly in regulatory or policy settings.
- Ability to gather, analyse and present data to support regulatory assessment and decision-making.
- Excellent research skills, with the ability to quickly understand complex information and assess its impact.
- Strong interpersonal skills, with the ability to build relationships, work collaboratively across teams, and engage effectively with stakeholders.
- Excellent written and verbal communication skills, including drafting policy documents, reports and guidelines.
- A collaborative team player who proactively identifies issues and solutions, and maintains focus on delivery in a fast-paced, changing environment.

Desirable Criteria

- A demonstrable interest in media regulation and the evolving media landscape.
- An NQF Level 8 qualification or higher in law, policy, media or a related field.



Key Information

Benefits, Package & Pay

- This position is offered on a 12-month fixed-term 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

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](#).

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

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, 22/04/2026

