

Vetted Researcher Data Access Manager

Higher Executive Officer Grade
Policy, Research & Strategy Division

Applicant Information Pack



March 2026

Dear Applicant

Thank you for your interest in the role of Vetted Researcher Data Access Manager.

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 Vetted Researcher Data Access Manager. 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

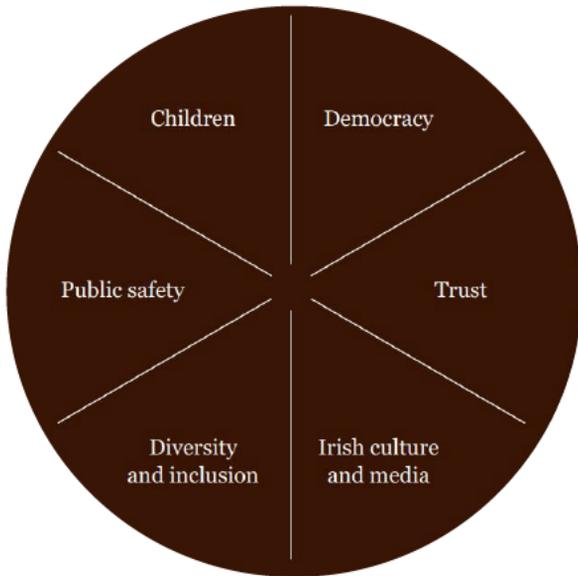


Our vision is for a thriving, diverse, creative, safe and trusted media landscape.



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 supports the operational delivery of the Article 40 Vetted Researchers function under the Digital Services Act. The postholder assesses data access applications against Article 40(8) criteria and relevant regulatory requirements, including data protection considerations, ensuring timely and transparent case progression in line with statutory deadlines.

The role supports robust decision-making through preparation of case files, collaboration with Legal Services to embed legislative requirements into operational procedures, and performance reporting on case management, including KPIs.

It also drives continuous improvement by resolving processing issues, enhancing workflows and systems, supporting stakeholder engagement, and contributing analysis, reporting, and guidance to strengthen the effective operation of the function.

About the Team

The Research and Strategy team conducts and commissions research to enhance our understanding of the media landscape; to support evidence-based policy development, programme design and decision making; and to inform ourselves and stakeholders on how best to serve the public interest. The team also leads the development and implementation of An Coimisiún's organisation strategy, and the process of monitoring and reporting on its delivery.

Key Responsibilities

- Assess applications against criteria set out in Art. 40(8) Digital Services Act and relevant regulatory requirements including consideration of data protection.
- Ensure timely and transparent case progression in line with statutory deadlines



Coimisiún
na Meán

Key Responsibilities (continued)

- Assist in the preparation of case files for decision-making.
- Work with legal services to translate legal requirements into practical operational procedures and guidance.
- Provide reporting on case management performance including KPIs.
- Manage and deal with processing issues arising, making recommendations and implementing solutions to improve workflows.
- Assist with continuous improvement initiatives including coordination with ICT teams on system optimisation and training and guidance for case management team.
- Conduct analysis to determine relevant trends and patterns as part of ongoing projects and reports.
- Produce high-quality guidance materials, presentations, and reports.
- Manage queries from internal and external stakeholders relating to data access for research.
- Represent the organisation by participating in external events including academic conferences, workshops and seminars.

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 3 years of experience in compliance, legal, regulatory or research management roles.
- A minimum of 2 years of line management experience including performance management and development.
- Demonstrated understanding of data protection obligations, GDPR and associated processes and documentation.



About You - Continued

Experience, Skills, Knowledge & Qualifications

Essential – Continued

- Well-developed interpersonal skills with the ability to build relationships with many different stakeholders.
- Experience and/or the ability to work effectively in an inter-disciplinary environment.
- Effective approach to task management and project delivery.
- Excellent planning and organisational skills, and the ability to prioritise effectively and manage a significant and diverse workload, and to adapt where necessary.
- Demonstrated operational resilience, evidenced by an ability to identify opportunities and challenges and respond to them in a flexible and responsive way.

Desirable

- Relevant experience of implementation and/or knowledge of Irish and/or European legislation and policies concerning research data and related areas
- Experience in compliance, legal, regulatory or research management roles within academia, civil society or the government sector.
- A good understanding of research approval and or/ publication process
- Experience in research design, creation of research tools, analysis, and reporting.
- Experience with extraction, research or analysis of platform data (e.g. utilising Crowdtangle API, TikTok Research API or web-scraping methods)
- Understanding of quantitative data analysis, machine learning and/or statistical methods



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

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



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, 01/04/2026

