



Coimisiún
na Meán

Executive Officer - Platform Supervision

Specified Purpose Contract
Executive Officer Grade
Applicant Information Pack



April 2026

Dear Applicant

Thank you for your interest in the role of Executive Officer, 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 this Executive Officer role. 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 is a specified purpose contract to provide maternity leave cover, supporting the delivery of key work activities within the team. The successful candidate will assist with project work, analyse and respond to supervisory correspondence, and provide administrative and operational support. They will also contribute to a collaborative team environment by sharing knowledge and supporting colleagues to help the organisation achieve its objectives.

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

- Provide administrative and operational support to the supervision sub-team in managing medium to high-risk online platforms.
- Assist with the implementation of the Online Hate Suspensions Project, including tracking progress and maintaining records.
- Support the preparation of responses to supervisory correspondence and other routine communications.
- Help manage incident response activities, including updating protocols and maintaining relevant documentation.



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Key Responsibilities (continued)

- Assist with evaluations of platform suspension practices as part of horizontal supervision assessments.
- Provide administrative support for stakeholder engagement and team meetings.
- Contribute to team projects and tasks, sharing information and supporting colleagues to help achieve team objectives.

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 in the technology or regulatory sector.
- Strong administrative and organisational skills, including record-keeping and scheduling.
- Good written and verbal communication skills.
- Ability to work effectively as part of a team.
- Attention to detail and accuracy in completing tasks.

Desirable Criteria

- Experience supporting projects or initiatives in an online safety, supervision, or compliance context.
- Familiarity with incident response procedures or regulatory reporting.
- Experience using Microsoft Office or similar administrative software.



Key Information

Benefits, Package & Pay

- This position is offered on a specified purpose contract basis.
- Full time, 35 hrs per week
- Annual Leave: 23 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 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@sigmar.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](#).

People Management

Analysis and decision making

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 April

