

# Research Officer

Executive Officer Grade  
Policy, Research & Strategy

Applicant Information Pack



Dear Applicant

Thank you for your interest in the role of Research Officer.

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 a Research Officer. 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: Commissioners 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

The successful candidate will support the delivery of research across all areas of An Coimisiún's work. They will have opportunities to contribute to each stage of the research process, including scoping, design, data collection, analysis, reporting and dissemination to key internal and external stakeholders. They will help turn data into clear insights to support decision-making.

The successful candidate may also have opportunities to support evaluation projects and the processes for monitoring of, and reporting on, the implementation of our organisational strategy.

## About the Team/Division

The Research and Strategy team conducts and commissions research to enhance our understanding of the media landscape. This work supports evidence-based policy development, programme design and decision making. It also helps inform both the organisation and its stakeholders on how best to serve the public interest.

The team also leads the development and review of An Coimisiún's organisational strategy, and the processes by which implementation of the strategy is monitored and reported on.

The Research and Strategy team sits within the Policy, Research and Strategy division. The division's mission is to build a strong, evidence-based understanding of a broad spectrum of issues across the media landscape, including the protection of minors, democracy and fundamental rights, diversity and inclusion, exploitation and fraud, and public safety.

This understanding is used to inform policy making and enforcement activities and the development of guidelines, codes and rules for broadcasters and online services.



Coimisiún  
na Meán

# Key Responsibilities

- Supporting research projects across all phases. This includes scoping, design, sampling, piloting, data collection, analysis, reporting, and dissemination.
- Supporting the analysis and interpretation of data using appropriate methods and software, producing clear insights to support evidence-based policy development.
- Supporting the production of high-quality research outputs. This includes reports, briefs, and presentations tailored to different audiences.
- Supporting the procurement and commissioning of third-party research providers.
- Supporting the dissemination of research to key internal and external stakeholders to drive uptake and impact, including adapting outputs to suit different audiences.
- Supporting the processes for monitoring and reporting on the delivery of the organisation's strategy, including collecting and collating relevant metrics.
- Supporting the development and/or implementation of processes and procedures in research methods. This includes information management, ethics and data governance.

**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 2 years of relevant work experience.
- Experience in supporting the scoping, design and delivery of research projects using either quantitative or mixed methods.
- Experience of analysing information and drawing out key implications.
- Excellent written and oral communication skills, with experience of presenting information in a clear, concise and effective manner.
- Well-developed interpersonal skills with experience of building relationships with internal and/or external stakeholders.
- Experience of working effectively both independently and collaboratively.
- Demonstrable project management experience and strong organisational skills, with the ability to prioritise and meet deadlines.
- Excellent ICT skills, including proficiency in MS office and in managing and organising data or information (for example, datasets, databases, cataloguing or dashboards).

### Desirable Criteria

- Strong statistical analysis skills with proficiency in at least one statistical software package (e.g. R, Python, Stata, Excel).
- Experience in media, communications, or other research areas relevant to the work of An Coimisiún.
- Experience in a similar public sector or regulatory context.
- A relevant academic or professional qualification with a significant research methods component.



# Key Information

## Benefits, Package & Pay

- This position is offered on a Permanent 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@cpl.ie](mailto: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](#).

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

# 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 [amckiernan@cnam.ie](mailto: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: 09th June 2026**

