

# Organisational Development (OD) Lead

Higher Executive Officer Grade  
Corporate Services Division  
Applicant Information Pack



Dear Applicant

Thank you for your interest in the role of Organisational Development (OD) Lead.

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.

This is a unique opportunity to help shape the culture, wellbeing and employee experience of a rapidly growing organisation with a clear public purpose. Since our establishment, we have grown quickly - bringing together people from across the media sector, public service, academia and civil society. As we continue to evolve, how we support, connect and develop our people is critical to our success.

Through our People Strategy, Athrú, we are building an organisation where our values are visible in how we work, where people feel supported to do their best work, and where culture and leadership actively enable our mission.

In this role, you will play a hands-on part in bringing that vision to life - designing and delivering initiatives that strengthen culture, support wellbeing, and help create a more connected, engaged and high-performing organisation. You will work closely with colleagues across the People & OD team and partner with Internal Communications to ensure our approach is both meaningful and impactful.

Coimisiún na Meán plays an important role in shaping a media landscape that is diverse, safe, trusted and aligned with democratic values. Our work helps to uphold fundamental rights, protect audiences and support a vibrant and pluralistic society.

If you are motivated by purpose-driven work and are interested in contributing to a growing organisation where you can make a tangible impact, we would be delighted to hear from you.

**Yours sincerely,**  
**Michelle Coughlan**  
**Director of People and Organisational Development**

## Our Commissioners



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

Reporting to the Head of Organisation Development, you will play a central role in bringing our People Strategy, Athrú, to life - particularly across culture, wellbeing, and leadership.

This is a hands-on, delivery-focused role with real scope to shape how people experience working in Coimisiún na Meán. You will design and deliver initiatives that strengthen connection, embed our values, and support a healthy, inclusive and high-performing culture.

You will work closely with colleagues across the People & OD team and partner with our Internal Communications function to translate strategy into engaging, accessible and meaningful experiences for staff.

We are looking for someone who is curious, proactive and comfortable using a range of tools and approaches - from facilitated sessions to digital platforms - to scale impact across a growing and evolving organisation.

What makes this role distinctive:

- Opportunity to shape culture in a rapidly growing organisation
- Visible impact across wellbeing, engagement and organisational effectiveness
- Scope to experiment with new approaches to communication, engagement and learning
- Collaboration across People, Internal Comms and senior stakeholders

## About the Team/Division

The POD team is made up of three sub-teams: OD, Talent Acquisition, and People Operations. It includes a Director, three Assistant Directors, five Higher Executive Officers, four Executive Officers, and one Clerical Officer. The team sits within the Corporate Services Division alongside Governance, Finance & Procurement, Change & Business Improvement, International Affairs, and the Commission Secretariat.



Coimisiún  
na Meán

# Key Responsibilities

- Lead the development and delivery of wellbeing initiatives that support employee resilience, engagement and performance.
- Design and implement culture and values initiatives that are practical, visible and embedded in day-to-day work.
- Partner with Internal Communications to create clear, engaging and impactful communications—using a range of formats (e.g. storytelling, digital content, campaigns).
- Support and enhance employee voice mechanisms (forums, networks, engagement activities) to ensure meaningful participation and feedback.
- Develop and evolve approaches to employee recognition that align with organisational values.
- Design and facilitate OD interventions (e.g. team development, workshops, change initiatives) to strengthen collaboration and effectiveness.
- Use digital tools and platforms to scale OD, culture and engagement initiatives across a hybrid workforce.
- Support the evaluation of OD and L&D initiatives, including gathering insights and using data to assess impact and inform continuous improvement.
- Contribute to building OD capability within the organisation through practical tools, guidance and support.
- Line manage and support the development of the OD Officer.

**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 a HR, OD, L&D or related role, with exposure to culture, engagement, wellbeing or organisational initiatives.
- A recognised qualification (Level 7 or higher) in a relevant discipline.
- Strong communication skills, with the ability to translate ideas into clear, engaging messages for different audiences.
- Experience delivering projects or initiatives from concept through to implementation.
- Ability to work on your own initiative, showing curiosity, adaptability and a willingness to try new approaches.
- Strong organisational skills, with the ability to manage competing priorities effectively.
- An interest in culture, wellbeing and employee experience, and how these contribute to organisational performance
- Confidence working with digital tools (e.g. collaboration platforms, content creation tools, survey tools) to enhance and scale initiatives
- An ability to create engaging content or “tell the story” of initiatives in a way that connects with people
- Curiosity about data and insights, using feedback, metrics or evaluation to understand impact and improve outcomes

### Desirable Criteria

- Experience in HR, OD, L&D within the public or civil service.
- Membership of CIPD or L&DI.
- A postgraduate qualification in a relevant area.
- Experience supporting or evaluating learning and development initiatives.



# 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](mailto: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](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: 3pm, 21/05/2026**

