

Facilities Manager

Higher Executive Officer Grade
Corporate Services Division
Applicant Information Pack



June 2026

Dear Applicant

Thank you for your interest in the role of Facilities Manager, Higher Executive Officer (HEO).

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 Facilities Manager, Higher Executive Officer (HEO). 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 MacEvilley, John Evans

Our Vision and Mission

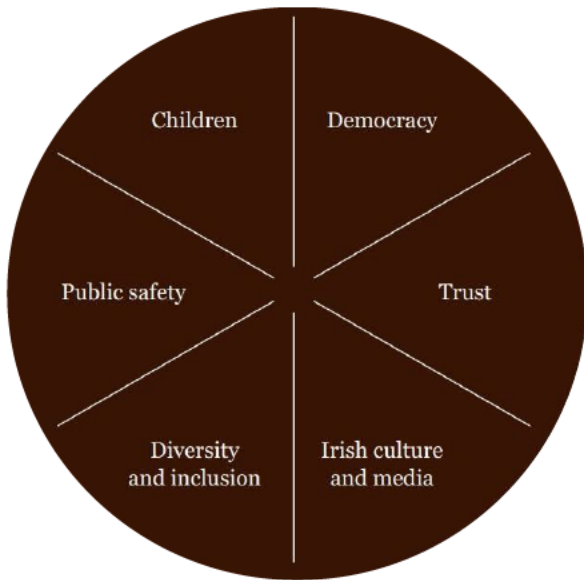


Our vision is for a thriving, diverse, creative, safe and trusted media landscape.



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

The Facilities Manager (HEO) plays a key role in contributing to a safe, accessible, inclusive, and sustainable working environment for staff and visitors. Reporting to the Head of Facilities and Compliance, the successful candidate will support the delivery of facilities and workplace services across the organisation.

The role includes managing day-to-day facilities operations, supporting office expansion and fit-out projects, coordinating contractors and service providers, and ensuring facilities services are delivered safely, efficiently, and in line with organisational and public sector requirements. The successful candidate will also support operational planning and continuous improvement across facilities services.

About the Team/Division

The Facilities Team forms part of the Governance and Secretariat Team. It is one of five teams that make up Coimisiún na Meán's Corporate Services Division, along with People and Organisational Development, Change & Business Improvement, Finance and Procurement and International Affairs.

The Facilities Team supports the delivery of workplace and operational services across the organisation. This includes facilities operations, contractor management, health and safety, workplace projects, procurement support, sustainability and accessibility initiatives, and business continuity planning.

The team works closely with internal stakeholders and external service providers to ensure facilities services are delivered effectively and support the organisation's operational and growth requirements. Services such as cleaning, security, catering and maintenance are outsourced to an external Facilities Management provider, which also provides a number of on-site resources.



Coimisiún
na Meán

Key Responsibilities

- Manage day-to-day facilities operations, including hard and soft services, maintenance activities, cleaning, security, catering, and contractor performance management.
- Support the Head of Facilities & Compliance with the sourcing, acquisition, fit-out, and space planning for An Coimisiún's headquarters, ensuring operational requirements are delivered effectively and with minimal disruption to staff.
- Oversee health & safety compliance, risk management, planned preventative maintenance programmes, and business continuity arrangements across the organisation.
- Monitor facilities budgets and expenditure and support operational planning and cost control activities.
- Support sustainability, accessibility, energy efficiency, and workplace improvement initiatives, including environmentally responsible practices and inclusive workplace standards, in line with organisational and public sector objectives.
- Build and maintain effective working relationships with internal stakeholders, landlords, contractors, and external service providers to support operational delivery.
- Support initiatives that improve workplace experience, accessibility, and the effective use of facilities space and resources.
- Support the development and continuous improvement of facilities procedures, operational standards, and workplace services across the organisation.

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 supporting facilities operations and managing contractors, including catering, cleaning, reception, and security services.
- Knowledge of procurement, tendering, and contract administration processes.
- Experience and understanding of health & safety and workplace compliance requirements.
- Strong organisational, administrative, communication, and stakeholder management skills.
- Ability to manage competing priorities in a busy environment.
- Experience working collaboratively with internal teams and external service providers.

Desirable Criteria

- Facilities management qualifications, certifications, or industry training.
- Experience supporting office expansion, fit-out, or workplace projects.
- Experience working within a public sector or regulated environment.
- Experience supporting sustainability, accessibility, workplace improvement, or energy efficiency initiatives.
- Knowledge of public procurement processes or contract management practices.



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. A regular presence on site is expected.
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

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

Privacy Notice

Coimisiún na Meán (An Coimisiún, CnaM, we, our) processes the personal data arising as a result of its recruitment campaign. The Data Controller is CnaM, and the Data Processor appointed by CnaM to conduct the recruitment process is CPL. The Data Controller's contact details are - Data Protection Officer, Coimisiún na Meán 1 Shelbourne Buildings, Shelbourne Road, Dublin 4, D04 NP20, Ireland.

Email: dpo@cnam.ie **Phone Number:** 01 963 7755

CnaM will process the personal data collected during the recruitment process for the purpose of the review, consideration and selection of applications and the contacting of applicants. Third party recipients may include CnaM representatives. CnaM does not transfer personal data outside of the EU or EEA.

CnaM's legal bases for collecting and processing this data may include:

- Contract - where the processing is necessary for the performance of a contract, or in order to take steps at the request of the data subject prior to entering into a contract

and/or

- Consent - where you have given explicit consent to the processing (e.g. reasonable accommodations)

The personal data processed will be stored securely. This data will be stored for a maximum of 12 months in the event of an unsuccessful application.

Applicants have the right to access their data and to rectify any inaccuracies in their data. To do this, please write to the Data Protection Officer at the address listed above. Applicants have the right, where appropriate, to the erasure of their data and/or a restriction on processing of their data. In addition, data subjects have the right to lodge a complaint with the Data Protection Commission. Our full Data Protection Statement is available here: <https://www.cnam.ie/governance/data-protection-privacy/privacy-statement/>

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, 25/06/2026

