

Head of Programme Management Office (PMO) – Fixed Term Contract

Assistant Principal Grade
Corporate Services
Applicant Information Pack



August 2026

Dear Applicant

Thank you for your interest in the role of Head of Programme Management Office, Corporate Services Division.

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 Head of Programme Management Office. 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 MacEvilly, John Evans

Our Vision and Mission

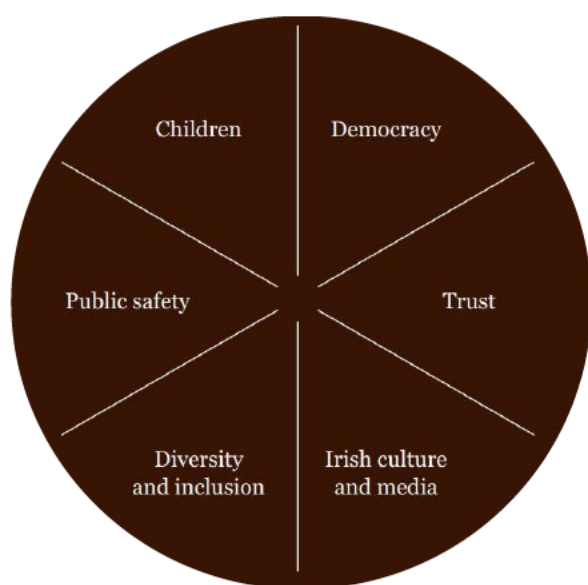


Our vision is for a thriving, diverse, creative, safe and trusted media landscape.



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 Director of Change and Business Improvement, the Head of Programme Management Office (PMO) is responsible for the ongoing development, support and oversight of An Coimisiún's portfolio of projects. As a relatively new and growing organisation, An Coimisiún has established a supportive Programme Management Office to strengthen governance, oversight and delivery across its portfolio of work. The Head of PMO will lead the continued development and maturity of the PMO function, ensuring that appropriate programme and project management frameworks, governance arrangements and reporting processes are embedded across the organisation. Building project management capability across the organisation is a key priority for this role.

Working closely with senior leaders, project sponsors and project managers, the Head of PMO will provide guidance, assurance and support to facilitate the successful delivery of the organisation's annual Work Programme, and other key initiatives.

About the Team/Division

The Change & Business Improvement team sits within Coimisiún na Meán's Corporate Services Division, along with People & Organisational Development, Finance & Procurement, International Affairs and Governance & Secretariat. The remit of Change and Business Improvement team includes the PMO, organisational change management and process improvement.



Coimisiún
na Meán

Key Responsibilities

- Lead the ongoing development, implementation and continuous improvement of the PMO, ensuring alignment with programme and project management best practice.
- Coordinate the planning and delivery of An Coimisiún's annual Work Programme, working closely with Finance and Directors across the organisation.
- Support sponsors, project managers and senior managers in using effective programme and project management approaches across the organisation.
- Maintain and improve PMO frameworks, standards, templates and reporting processes to support consistent and effective delivery.
- Promote a culture of effective programme governance, collaboration and continuous improvement across the organisation.
- Monitor programme and project performance, and provide clear reports, analysis and recommendations to support decision-making.
- Support the Director in preparing reports, briefings and updates for the Commission and senior management on programme status, risks, issues, dependencies and delivery performance.
- Monitor cross-programme dependencies and support the identification, escalation and mitigation of risks and issues that may impact delivery.
- Support project and programme leads in identifying organisational change impacts and planning appropriate change management activities
- Provide training, coaching, guidance and support to project managers and staff to strengthen programme and project management capability across the organisation.
- Participate in programme boards, working groups, or organisational effectiveness initiatives, as required.

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

- A minimum of five years' experience in programme, project or PMO management.
- A recognised qualification in project or programme management (e.g. PRINCE2, PMP, Agile).
- Demonstrable experience in developing and implementing governance, reporting and programme management processes.
- Strong understanding of structured programme and project management principles, methodologies and governance approaches.
- Experience preparing reports, analyses and briefing materials for senior management and governance forums.
- Experience developing, delivering or procuring project management training, coaching or mentoring.
- Strong analytical and problem-solving skills, with the ability to identify issues, evaluate evidence and develop practical solutions.
- Proven ability to work collaboratively across teams and support delivery through influence rather than direct authority.
- Evidence of ability to operate in dynamic, fast-paced environment, with the ability to manage evolving priorities and deadlines.

Desirable Criteria

- A third-level qualification at a minimum of Level 7 on the National Framework of Qualifications.
- Experience with Irish or EU legislation or policy in the media, digital, or technology sectors.
- Experience in change management methodologies or frameworks.
- Experience working in regulatory environments or public sector organisations.



Key Information

Benefits, Package & Pay

- This position is offered on fixed-term contract basis until September 2028.
Full time, 35 hrs per week
- Annual Leave: 30 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 Assistant Principal [scale](#).
- Successful candidates will be appointed on the first point of the scale.

Citizenship Requirement

Eligible Candidates must be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who has a stamp 4 permission* or stamp 5 permission.

*Please note that a 50 TEU visa, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent

To qualify candidates must meet one of the citizenship criteria above at the time of application.



Trust



Impact



Courage



Independence



People
Focused



Integrity

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](#)
- 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](#).

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



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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.

- A competency-based preliminary interview
- A second-round interview for candidates successful in the first round, which will include a presentation or another practical exercise

The first interview will take place via MS Teams. The second interview 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, 20 August 2026

