



Coimisiún
na Meán

Higher Executive Officer, Commission Secretariat

Higher Executive Officer Grade
Corporate Services
Applicant Information Pack



October 2026

Message from our Executive Chairperson

Dear Applicant

Thank you for your interest in the role of Higher Executive Officer, Commission Secretariat.

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 Higher Executive Officer, Commission Secretariat. This role will contribute to delivering the strategy that we adopted earlier this year. It will contribute to our strategic priorities 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

Our Vision and Mission

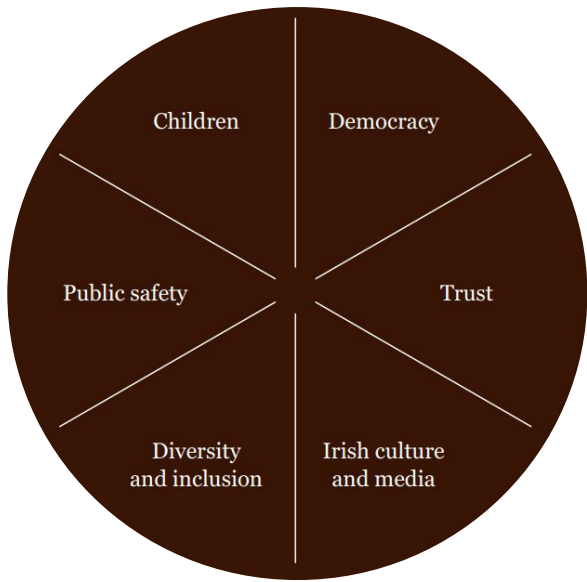


Our vision is for a thriving, diverse, creative, safe and trusted media landscape.



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

As a Higher Executive Officer within the Commission Secretariat, you will support the effective functioning of the five-member Commission and contribute to strong governance, decision-making and organisational effectiveness across Coimisiún na Meán.

Reporting to the Assistant Director, Commission Secretariat, you will lead the Commissioners' Office and oversee the delivery of high-quality executive, administrative and operational support to Commissioners. The role requires excellent organisational and leadership skills, sound judgement and the ability to manage competing priorities in a dynamic environment.

You will work closely with internal and external stakeholders to ensure the smooth operation of the Commissioners' Office and support the effective delivery of the Commission's work.

About the Team/Division

The Commission Secretariat supports the governance and decision-making structures of Coimisiún na Meán. The team is responsible for supporting Commissioners, coordinating governance processes, managing meetings and ensuring the effective operation of the Commissioners' Office.

Working across all areas of the organisation, the Secretariat maintains high standards of professionalism, responsiveness and service delivery while supporting the work of the Commission and its committees.



Coimisiún
na Meán

Key Responsibilities

- Lead the day-to-day operation of the Commissioners' Office, ensuring the delivery of efficient and high-quality support services.
- Coordinate and oversee the provision of Executive Assistance support to five Commissioners.
- Oversee the management of Commissioners' schedules, correspondence, travel and engagements.
- Supervise and support administrative staff within the Secretariat, allocating work and maintaining service standards.
- Coordinate meetings, briefings and events involving Commissioners and senior stakeholders.
- Develop and maintain effective governance, record management and administrative processes, ensuring accuracy, compliance and appropriate information management.
- Build and maintain effective working relationships with senior internal stakeholders, government bodies, public bodies and external partners.
- Contribute to wider Secretariat objectives and organisational initiatives.

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 two years' relevant experience managing multiple complex executive diaries, including the coordination of meetings, travel, events and competing priorities across several senior leaders.

Experience managing, allocating and supervising work within an administrative or executive support team to deliver agreed service standards.

Experience building effective working relationships with senior internal stakeholders and external partners in a complex organisational environment.

Experience operating within a governance, board support or corporate services environment.

Strong organisational, planning and workload management skills.

Sound judgement, problem-solving and decision-making skills.

Experience handling sensitive and confidential information with discretion.

Excellent written, verbal and interpersonal communication skills.

An ability to work independently while contributing effectively as part of a team.

A commitment to fostering an inclusive and collaborative working environment.

Desirable Criteria

Experience working in a regulatory, statutory, public sector or equivalent governance environment.



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.
 - This position is graded at the Higher Executive Officer [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.
- (e) Hold valid Temporary Protection permission granted by the Irish Government under the EU Temporary Protection Directive, entitling them to work in Ireland without an employment permit.

*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 through the [careers portal](#).
- 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, 27/10/2026

