

Higher Executive Officer – Research, Media Landscape Division

Applicant Information Pack



January 2024

Higher Executive Officer

Coimisiún
na Meán

Welcome to Coimisiún na Meán

Dear Applicant

Thank you for your interest in the role of Higher Executive Officer, Research – Media Landscape Division.

Welcome to Coimisiún na Meán – Ireland’s new commission for regulating broadcasters, online media and supporting media development.

Our work will build on the Broadcasting Authority of Ireland, whose staff and responsibilities have been transferred to Coimisiún na Meán.

We are committed to ensuring a thriving, diverse and safe online and media landscape. This means having a mix of different voices, opinions and sources of news. This means protecting children and all of us from harmful content.

We are delighted to be recruiting for a number of Higher Executive Officers in the Research team within the Media Landscape Division. Coimisiún na Meán (“An Coimisiún”) is going through an exciting transformation and are at the start-up phase of this journey.

These roles form an integral part of our growth supporting the strategic priorities of Coimisiún na Meán, providing strategic support and direction to shape the fundamental delivery of our work.

If this sounds like a challenge that you believe will bring your current skills to new challenges, we would love to hear from you and welcome your application.

*Yours sincerely
Jeremy Godfrey, Executive Chairperson*



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About Coimisiún na Meán

Coimisiún na Meán has been established further to the provisions of the Online Safety and Media Regulation Act 2022 (“OSMR Act 2022”). The OSMR Act 2022 was enacted on 10 December 2022. The OSMR Act 2022 amended the Broadcasting Act 2009 to establish Coimisiún na Meán and dissolve the Broadcasting Authority of Ireland (“BAI”).

In addition to undertaking the functions of the BAI as the regulator for broadcasting in Ireland, Coimisiún na Meán is to establish a regulatory framework for online safety, update the regulation of television broadcasting and audiovisual on-demand services, and transpose the revised Audiovisual Media Services Directive into Irish law.



Our history

The Broadcasting Authority of Ireland (BAI) (Irish: Údarás Craolacháin na hÉireann) is a former broadcasting authority which regulated both the public and commercial broadcasting sectors in Ireland.

It was established in 2009, effectively replacing the Broadcasting Commission of Ireland (BCI) (Irish: Coimisiún Craolacháin na hÉireann). It was dissolved in 2023 and its staff and functions were transferred to a new body entitled Coimisiún na Meán.

Feedback from our team

“Our work is very meaningful – we protect people online, and we make sure that the media landscape reflects and shapes Irish society.”

“Ireland is central to European regulation as so many large platforms are based here. There are many opportunities to represent Ireland and to contribute at international forums”

Our Purpose & Mission

Purpose

Coimisiún na Meán (“An Coimisiún”) is Ireland’s new commission for regulating and supporting broadcasters and online media.

We are implementing a new regulatory regime for online safety. As well as protecting people in Ireland from online harms, we will be the regulator for the whole of Europe for the many large online platforms whose European headquarters are in Ireland – working closely with the European Commission and our counterparts across Europe. We will enforce rules that platforms must follow in order to keep their users safe. In time, we will establish a mechanism for giving advice to users and for considering complaints when users are dissatisfied with the way a platform has handled a complaint.

We regulate broadcasters and video-on demand providers. We make and enforce codes and rules that broadcasters must follow on matters such as balance in news and current affairs, protecting children from age-inappropriate material, political advertising, promoting gender balance and ensuring access for people with disabilities. We will review our codes and rules and extend them to video-on-demand providers such as streaming services and people who upload videos for commercial gain. We also award broadcasting contracts to commercial radio and TV stations, review the performance of public service broadcasters such as RTÉ and TG4 and make recommendations about their funding. We also handle complaints from the general public about programme material.

We support the wider media sector. We run funding schemes to support the development of content that reflects and shapes Irish society, including content in the Irish language. For instance, we are proud to have funded An Cailín Ciúin, the first ever Irish-language film to be nominated for an Oscar. Over the next year we will establish new funding schemes to support local journalism and we will take initiatives related to Irish language, sustainability, and equality, diversity and inclusion. We also promote media literacy. We expect to take on a wider media development role in coming years

Mission

Our mission is to ensure a thriving, diverse and safe online and media landscape. This means a mix of different voices, opinions and sources of news available over the air and online. It means children and all of us being protected from harmful content.



About This Role

Role Mission

Coimisiún na Meán (“An Coimisiún”) is Ireland's new commission for regulating and supporting broadcasters and online media. Our mission is to ensure a thriving, diverse, and safe online and media landscape. This means a mix of different voices, opinions and sources of news available over the air and online. It means children and all of us being able to engage with a safe, predictable and trustworthy online environment. As a member of the Media Landscape division, you will be joining Coimisiún na Meán at a very exciting time of ambitious and significant change for media regulation.

The mission of the Research, Strategy, and Advocacy team is to undertake research to inform all functions of the organisation, and to advise key stakeholders on matters relating to online safety and the media. The team will perform research, strategy, and advocacy work in-house, and will also commission and oversee third-parties to undertake research on behalf of an Coimisiún. It will also contribute towards the creation of legislative proposals, and the strategy for the organisation.

Role Purpose

The Higher Executive Officer in an Coimisiún is a middle management role with significant managerial responsibilities. As a Higher Executive Officer, you will be responsible for overseeing and managing projects, processes, and reporting. Managers are expected to contribute actively to the implementation of the organisation's strategic objectives, to the continuous improvement of the organisation in terms of its effectiveness and efficiency, and to demonstrate behaviours consistent with the organisation's culture, values, and reputation.

In the Research, Strategy, and Advocacy team, Higher Executive Officers will be required to lead and coordinate efforts across their team, ensuring timely project execution, guiding research design and implementation, embedding quality assurance (QA) processes, and delivering reports, briefs, and presentations. They will manage people and projects, along with external third parties (research agencies, academics, consultants), and will actively drive research uptake amongst internal and external stakeholders.

Key Responsibilities

- Designing and embedding Quality Assurance (QA) principles for commissioning and undertaking research.
- Managing proposals, procurement, and commissioning third-parties to undertake research on behalf of the organisation.
- Designing and implementing research studies including study recruitment, creation of research tools, data collection and analysis, interpreting quantitative and qualitative data, and reporting.
- Undertaking information gathering and synthesis to inform internal divisions, strategy, and advocacy.
- Managing Monitoring and Evaluation (M&E) to measure success of programmes.
- Writing reports, briefs, and presentations to a high standard, and driving research uptake.
- Disseminating research to key internal and external stakeholders, accounting for audience needs.
- Assisting with the development and implementation of internal strategy and advocacy programmes.
- Hiring, developing, and managing a high-performing team.
- Collaborating with internal teams to develop, maintain, and update research and reporting best practices.



About You

Experience, Skills, Knowledge & Qualifications

Essential Criteria:

The ideal candidate should have:

- At least 3 years relevant work experience, with a minimum of 1 year of line management experience.
- Experience in research design, creation of research tools (e.g., surveys and discussion guides), analysis, and reporting.
- Excellent written communication skills in a variety of forms including presentations, strategy documents, correspondence, and reports. Demonstrated experience of report writing for external audiences.
- Strong interpretation skills with ability to distil complex information and disseminate to key internal and external stakeholders.
- Excellent planning and organisational skills, and the ability to prioritise effectively and manage a significant and diverse workload, and to adapt where necessary.
- Well-developed interpersonal skills with the ability to build relationships with many different stakeholders.
- Ability to work on own initiative as well as within project teams.
- Strong IT and project management skills.

Desirable Criteria:

- Experience in commissioning research and managing third-parties to deliver high-quality research.
- Qualification in, or including, research design and methodology.
- Fluency in or working knowledge of the Irish language.

Key information

About the Package & Application process

Package

- This position is offered on a Permanent basis.
- Full time, 35 hrs per week
- Location: The role will be a hybrid role combining home and office working. An Coimisiún's offices are located at One Shelbourne Buildings, Shelbourne Road, Dublin 4, D04 NP20.

Grade and Pay Scale:

- This position is graded at the Higher Executive Officer [Scale](#)
- Details of other benefits, terms of employment and eligibility can be found on Coimisiún na Meán's website at www.cnam.ie/careers within the dedicated microsite linked.
- 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 and a letter/personal statement (i.e., no more than 2/3 pages) outlining why you believe your skills, experience and values meet the requirements of the position via our careers microsite [here](#).
- If you have any queries, please contact CNAM@cpl.ie

Closing Date: 13th February 2024 @ 3pm





Coimisiún na Meán

Coimisiún na Meán has a key role in stimulating greater equality, diversity and inclusion in the media and in supporting sustainability through environmental initiatives across the wider media sector this is also reflective of our workforce.

We are incredibly proud to be on a journey towards achieving excellence in diversity, equity and inclusion.

We have already been awarded the 'Investors in Diversity' Bronze Award by the National Centre for Diversity, and we are working towards reaching the Gold Award.

An Coimisiún commits to ensuring that all recruitment activity is designed to promote a Diverse workforce with equality at its forefront.