

Assistant Director, Investigations

Assistant Principal Officer
Platform Supervision & Investigations Division

Applicant Information Pack

JUNE 2024



Coimisiún
na Meán

About Coimisiún na Meán

Our Purpose & Mission

Purpose

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

Our Mission

Our mission is to ensure a thriving, diverse, safe and trusted 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.

“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”

Welcome to Coimisiún na Meán

Dear Applicant

Thank you for your interest in the role of Assistant Director, Investigations.

Welcome to Coimisiún na Meán – Ireland’s Commission for regulating broadcasters, online media and supporting media development. We are committed to ensuring a thriving, diverse, safe and trusted 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 Assistant Director, Investigations. This role will 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 matches your current skills, we would love to hear from you and welcome your application.

Yours sincerely
Jeremy Godfrey, Executive Chairperson

About This Role

Role Purpose

The Assistant Director (Assistant Principal Officer) role in an Coimisiún is a senior management role with significant operational delivery responsibilities. Assistant Directors are expected to contribute actively to the development and 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 Platform Supervision & Investigations Division Assistant ,Directors will manage people and projects, and coordinate with stakeholders nationally and internationally. Assistant Directors will draft and launch procedures for cross-functional teams and support the development and delivery of compliance obligation messaging and reviews. They will lead and take part in supervisory activity, data gathering and explorations, investigations, and other work contributing to the mission of Coimisiún na Meán.

Role Mission

As a member of the Platform Supervision & Investigations 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 Platform Supervision and Investigations division is to understand the services and operations of the organisations that Coimisiún na Meán regulates. This includes monitoring compliance with regulatory obligations, resolving issues on a voluntary basis when appropriate, and taking formal compliance action when warranted. The Division is made up of six teams; 4 devoted to the supervision of platforms, an investigations team and an operations team which will help determine regulatory strategy.

Key Responsibilities

Key responsibilities for the role will include, but are not limited to, the following:-

- Responsibility for the timely and efficient progression of cases allocated to the Platform Supervision & Investigations Division.
- Project planning and management.
- Leading the scoping of investigation work, project planning and administration.
- Drafting case related legal documentation including investigation letters, correspondence, case analysis, investigation reports and other supporting documentation.
- Assisting in the collection and analysis of evidence, including drafting document requests.
- Assisting team members in any litigation which may arise.
- Contributing to complaint handling processes and activities.
- Drafting of investigatory policies and procedures.
- Reviewing legislation and advice to transform codes and rules into working processes
- Collaboration with internal and external teams to develop, maintain and update investigative best practices.
- Collaboration with Government departments, the European Commission, and other Digital Service Coordinators
- Identifying the skills and training requirements needed to ensure An Coimisiún can deliver high quality investigative services.
- Mentoring and coaching team members to develop their potential.

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

- At least 5 years relevant work experience in conducting regulatory investigations;
- Track record in identifying opportunities for improvement and creating efficiencies within a team.
- Excellent planning and organisational skills and the ability to prioritise effectively and manage a significant and diverse workload;
- Well-developed interpersonal skills with the ability to build relationships with many different stakeholders and demonstrate negotiation and influencing skills;
- Ability to work on own initiative as well as within project teams;
- Excellent written communication skills in a variety of forms including presentations, policy documents, correspondence and reports

Desirable Criteria

- Experience of procedural or administrative law.
- Experience of working in a high-pressured professional service, regulatory compliance, or equivalent, environment.
- A recognised qualification/degree of at least Level 7 on the National Framework of Qualifications in a relevant discipline.

Competencies

Please see the list of competencies that will be assessed at interview stage for this competition:

- 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

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 Assistant Principal 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 below.
- 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 [HERE](#)**
- If you have any special requirements throughout the recruitment process, for example, if you have a visual impairment or are neuro-divergent, we are happy to accommodate your needs where possible, please reach out to us via cnam@cpl.ie to request support.
- Appointment to this role is subject to the candidate's eligibility to work in Ireland and all positions require candidates to live in the Republic of Ireland.
- Candidates who engage in canvassing will be disqualified and excluded from the process.

Closing Date: 3pm 11th July 2024



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.