

Executive Assistant

Higher Executive Officer
Commission Secretariat

Applicant Information Pack



Coimisiún
na Meán

September 2024



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 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.

“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 Executive Assistant with the Commission Secretariat.

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 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 Executive Assistant with the Commission Secretariat. This role 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



About This Role

Role Mission/ Purpose

As a Higher Executive Officer within the Commission Secretariat, you will contribute to the thriving, diverse and safe online and media landscape by facilitating the effective functioning of the five-member Commission and contributing to good practice across the organisation.

Reporting to the Assistant Director of the Commission Secretariat, you will provide executive, administrative, and operational support to the five-member Commission. The Higher Executive Officer will serve as one of the key points of contact for internal and external matters pertaining to the Commissioners' Office, most notably in respect of the Chairperson.

The successful candidate will be part of a Commission Secretariat Team which has a key role in facilitating the smooth and effective functioning of the organisation in contributing to delivery of key strategic and operational objectives.

Key Responsibilities

- Complex diary management, coordination and prioritisation of very busy calendars; coordinating with Divisions to ensure preparatory meetings and briefings are scheduled in a timely fashion and that the Commissioners' time is realistically managed.
- Management and smooth running of the Commissioners' Office and all related activities and resources.
- Dealing independently with routine matters and proactively dealing with issues arising to ensure optimum use of the Commissioners' time.
- Dealing with and managing email and telephone correspondence on behalf of the Chairperson, and the Commissioners' Office.
- Building excellent working relationships while liaising with people at all levels of the organisation.
- Maintaining high level external relations with both public and private sector officials.
- Handling confidential and sensitive information.
- Maintaining an efficient and organised filing/archiving system.
- Adhering to internal policies and codes of conduct and always maintaining confidentiality
- Managing a small team of Executive Assistants within the Commission Secretariat Team.

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

- Minimum 3 years' prior experience as an Executive Assistant managing multiple senior leaders.
- Highly proficient in the Microsoft suite of applications.
- Ability to work collaboratively as part of a team.
- Flexibility in terms of responsibilities and responsiveness.
- Capable of working on own initiative with a problem-solving approach when confronted with challenges and applying sound judgement when making time-sensitive decisions.
- Previous experience of managing multiple complex diaries, scheduling appointments, meetings, and events..
- People management skills.
- An ability to work independently.
- Strong interpersonal and oral communication skills and proven ability to work effectively with teams.

Desirable criteria

- Knowledge of the regulatory environment.

Competencies

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

- 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

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 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: 18th September 2024 at 3pm



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.

