

CLERICAL OFFICER (12-month fixed term) MEDIA DEVELOPMENT

Applicant Information Pack



Coimisiún
na Meán

January 2025

About Coimisiún na Meán

Our Purpose & Mission

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 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 Values



Welcome to Coimisiún na Meán

Dear Applicant

Thank you for your interest in the role of Clerical Officer, Media Development .

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 Clerical Officer, Media Development. 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



Left to Right: Rónán Ó Domhnaill, Niamh Hodnett, Jeremy Godfrey, Aoife MacEville,
John Evans

About This Role

Role Mission/ Purpose

The purpose of the Clerical Officer role in the Media Development team is to be responsible for the administration aspects of the journalism, digital transformation and news reporting schemes.

About the Team

Media Development is one of five teams within Coimisiún na Meán's Media Landscape Division. One of our key responsibilities is overseeing the funding and supporting of the development of the broader media sector in Ireland. We operate a number of funding schemes, established following a recommendation from the Future of Media Commission. These include journalism schemes aimed at supplementing and enhancing coverage of local authorities and district and circuit court hearings. We are currently designing a Digital Transformation Scheme which will provide support to media organisations to enhance innovation and support transition to the digital information environment.

Other teams within Media Development work in areas including sustainability, gender equality and diversity, and sectoral learning and development.

Key Responsibilities

- Providing a high standard of administrative support for the Media Development team particularly in relation to the project schemes
- Communicating effectively with all stakeholders, ensuring each step of contracting process is clear and easy to understand
- Preparing and issuing correspondence, both internally and externally
- Event organising and scheduling, including diary management and agenda preparation
- Maintaining all necessary records in relation to the schemes
- Organising purchase orders and other support in relation to procurement processes

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

- Previous experience in a clerical or administrative role
- Excellent organisational and time management skills
- Good interpersonal and communication skills
- Strong attention to detail
- Flexibility to work across several schemes as required
- Good ability to work on own initiative as well as take direction
- Good computer skills including MS office suite

Desirable Criteria

- Previous experience providing administration support to project delivery
- Experience within a public sector 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



Trust



Impact



Courage



Independence



People
Focused



Integrity

Key Information

About the package & application process

Package

- This position is offered on a 12-month fixed term 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 Clerical 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 (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](#)
- 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.

Reasonable Accommodations

Reasonable accommodations will be provided, if required, during the recruitment process. To discuss and request reasonable accommodations in confidence please contact 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 25th February 2025



Investors in
Diversity

BRONZE

