

Assistant Director, Children & Vulnerable Adults

Policy, Research & Strategy Division

Assistant Principal Grade - Specified Purpose
Contract

Applicant Information Pack



Coimisiún
na Meán

March 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 are 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 enforce rules that platforms must follow journalism, keep their users safe. We give 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 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. We have established funding schemes to support local journalism and we 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 Assistant Director, Children & Vulnerable Adults – Specified Purpose Contract.

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 Assistant Director, Children & Vulnerable Adults – Specified Purpose Contract. 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

The Assistant Director (Assistant Principal Officer) in An Coimisiún's Children and Vulnerable Adults team is a senior management position responsible for supporting the team's Director and contributing to the achievement of the organization's strategic outcomes. The role involves leading and managing several key elements of team's work programme, managing staff, and collaborating with colleagues across divisions to deliver initiatives.

This role will involve; policy analysis, developing guidance and briefings, actively contribute to deepening An Coimisiún's knowledge of developments in the media landscape affecting children and vulnerable adults, and engaging with external stakeholders. The role also requires flexibility in leading and delivering the assigned portfolio of work, all while upholding the organization's values and reputation.

About the Team

As a member of the Children and Vulnerable Adults team, you will be joining An Coimisiún at an exciting time of significant change for media regulation. You will also be joining at a time when An Coimisiún has grown to over 200 staff and is commencing the delivery of its inaugural strategy. Covering the period 2025-2027, this strategy sets out an ambitious vision for a thriving, diverse, creative, safe and trusted media landscape and details six strategic outcomes, one of which focuses on Children.

The Children and Vulnerable Adults team is one of five teams in An Coimisiún's Policy, Research and Strategy division. The role of the Children and Vulnerable Adults team is to develop policy relating to different issues, including types of harm affecting children and vulnerable adults, including online, and how such harms can be mitigated. The Children and Vulnerable Adults team also works on a range of initiatives, including in collaboration with other teams within the Policy, Research and Strategy division and within An Coimisiún more generally. Current examples in this regard include management and operation of An Coimisiún's Youth Advisory Committee; the development of educational resource materials about Ireland's online safety framework; operationalisation of the Online Safety Code; and the development of a medium-term action plan in relation to An Coimisiún's strategic outcome for Children.



Key Responsibilities

- Lead, manage and develop people and teams;
- Lead and manage projects, from design through to delivery;
- Lead and/or actively contribute to the delivery of coordinated, collaborative cross-functional initiatives and work streams;
- Participate in internal, cross-functional working groups;
- Represent the organisation on external working groups and at external meetings and events;
- Lead An Coimisiún's ongoing development of and engagement with its Youth Advisory Committee;
- Build and maintain a network of external relationships and engage effectively with external stakeholders;
- Undertake and foster high quality, evidence-based policy analysis and development, and the preparation of corresponding reports, guidance, briefing papers, speaking points and presentations;
- Maintain a high level of specialist knowledge, staying up to date on research, emerging issues as well as legislative, policy and regulatory developments affecting the rights and interests of people, particularly children, in the media landscape, including the online media landscape;

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.

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

About You

Experience, Skills, Knowledge & Qualifications

Essential Criteria

Candidates must have:

- A relevant third level qualification
- At least 5 years of relevant work experience
- Experience of managing the design and delivery of consultative processes, including with children and young people.
- Specialist knowledge of human rights, particularly children's rights, in the media landscape, including the online media landscape, and of associated developments in law, policy, regulation and practice
- Proven research and policy skills, including the ability to analyse and evaluate evidence from a variety of credible sources and to develop judicious, evidence-based positions, decisions and solutions
- Experience of leading, managing and developing people and teams
- Experience of leading and managing projects, including developing and delivering projects against plans, managing and mitigating risks that may arise, and managing available resources, including budgets
- Strong interpersonal skills and a proven ability to build constructive relationships and collaborate effectively with colleagues as well as with external stakeholders
- Excellent oral and written communication skills, with a proven ability to deliver, and manage the delivery of, high quality reports, briefing papers and presentations
- Strong Microsoft Office skills

Desirable Criteria

- Experience of working in a dynamic, start-up environment and of actively contributing to the development of organisational processes and procedures
- Experience of engaging with relevant stakeholders (e.g. Government departments and State agencies, regulatory bodies, civil society organisations, media organisations, online services and platforms, European institutions)
- Knowledge of regulation and the regulatory environment, in particular trust and safety
- Experience of strategic thinking and decision-making in the context of developing and delivering organisational strategy
- A postgraduate qualification in a relevant area



Trust



Impact



Courage



Independence



People
Focused



Integrity

Key Information

About the package & application process

Package

- This position is offered on a specified purpose contract basis of approximately 7-12 months to cover the absence of a permanent employee on maternity leave.
- 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 [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: 9th April 2025 at 3pm



Investors in
Diversity

BRONZE

