

# Assistant Director - Legal

Applicant Information Pack



February 2024  
Assistant Principal Grade



Coimisiún  
na Meán

# Welcome to Coimisiún na Meán

Dear Applicant

Thank you for your interest in the role of Assistant Director in Legal

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 Assistant Director in Legal. 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

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***“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”***

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# 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

The Legal Services Division's mission is to ensure that An Coimisiún is aware of legal issues and risks, acts in accordance the Online Safety and Media Regulation (OSMR) Act 2022 and other relevant legislation.

This is a new division which will advise in the following broad areas:

### **Enforcement and policy advice**

- Provide advice to the compliance and enforcement division in particular in relation to compliance with the Digital Services Act and designations
- Provide advice to the policy division, in particular on the online safety code and other media codes and rules

### **User support, broadcasting and media development advice**

- Provide advice to the user support division including complaints.
- Provide advice to the media landscape division including broadcasting, licensing and media mergers

### **Organisational advice**

- Provide advice to the strategy, research and advocacy division (including advice on legislative change)
- Provide advice to data and technology division
- Provide advice to corporate services division (e.g. contracts, public procurement, data protection, FOI, employment law)
- Legal support for Commissioner's decision-making

# About This Role

## Role Purpose

An Coimisiún is seeking to recruit a number of Assistant Directors in the Legal Services Division. This is an exciting opportunity for experienced lawyers to support in the delivery of legal services in a dynamic public sector organisation.

The purpose of this role is to:-

- Support the Legal Services Division in providing high-quality, solution-focused legal advice and support on all aspects of An Coimisiún's functions
- Support the strategic priorities of An Coimisiún and provide advice on legal matters affecting its national and European work including in relation to its Digital Services Coordinator responsibilities
- Advise on ensuring that Ireland's media landscape remains thriving, diverse and safe
- Engage with external barristers and solicitors on a regular basis to advise on a variety of legal matters e.g. in the context of litigation, investigations and other activities
- Advise on a range of matters from regulatory to public law, support on litigation before courts, and draft policy and statements, advise on enforcement powers with a particular focus on An Coimisiún's statutory duty
- Represent An Coimisiún at meetings.

The scope of your work will include but is not limited to advising on the Online Safety and Media Regulation (OSMR) Act 2022, the Digital Services Act, the Digital Services Act 2024 and advice on licensing and broadcasting under the Broadcasting Act 2009 as amended.

An Coimisiún is committed to supporting your CPD (Continuing Professional Development) through any activities that develop and widen your knowledge in areas that further support our work.



# Key Responsibilities

- Provide clear, concise, practical and strategic legal advice to inform and guide An Coimisiún
- Minimise legal risk in respect of any proposed regulatory measures, ensuring that it is supported by the facts and consistent with applicable law and the administrative process leading to the proposed measure is properly conducted
- Analyse new areas of the law and solve problems by thinking strategically and creatively and collaborate with others by building relationships with colleagues from a range of disciplines
- Contribute to the management of litigation as required, particularly in the context of appeals/judicial review and enforcement, including review and advice on correspondence, affidavits, expert reports and other documents required in the context of Court proceedings
- Liaise with legal and other staff in government departments, public bodies and national regulatory authorities as required
- Contribute to organisation-level legal and regulatory policy issues

**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 & Decision Making
- Management & Delivery of Results
- Interpersonal & Communication Skills
- Specialist Knowledge, Expertise and Self Development
- Drive & Commitment to Public Service Values





# About You

## Experience, Skills, Knowledge & Qualifications

### About You

As an excellent barrister or solicitor, you'll have the desire to develop your expertise in new areas of law and the agility to operate in a stimulating and fast-moving environment. Highly collaborative and supportive of your colleagues. You will provide solutions focused advice and be able to support and work as a team.

Ideally you will have experience and skills in some of the following areas regulatory law, public law, enforcement (civil or criminal), technology law, privacy law, broadcasting law, intellectual property law, human rights and litigation. We will expect you to be committed to our mission.

### Essential Criteria

- Candidates must have been called to the Bar in the State **or** have been admitted and be currently enrolled as a solicitor in the State **or** hold a professional qualification in law which would be acceptable to An Coimisiún, as being equivalent to the above **and** have at least 3 years' post-qualification experience as a practising barrister/solicitor;
- Relevant work experience either in a law firm, as a practising barrister, as in-house counsel, or in the public service, with a strong record of professional achievement;
- Experience within an environment of similar complexity;
- Up-to-date specialist legal knowledge relating to the work of to An Coimisiún's, including knowledge of Irish and EU legalisation and willing to pursue this as part of CPD;
- Ability to provide clear, solutions focused and strategic legal advice in 'Plain English';
- Experience in one or more of the following areas of law: regulatory law, public law, technology law, broadcasting law, privacy law, intellectual property law, human rights and litigation.

### Desirable Criteria

- Qualifications and/or experience in law above the essential requirements;
- Specialist legal knowledge relating to the work of An Coimisiún, above the essential requirements;
- Experience of administrative enforcement regimes and investigations (civil and/or criminal);
- Proven ability to operate collaboratively at all levels within an organisation providing accurate and timely advice on a variety of legal topics;
- Experience in drafting and/or reviewing documentation such as consultation papers and regulatory decisions, or legislation.

# 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 [scale](#)
- Details of other benefits, terms of employment and eligibility can be found on Coimisiún na Meán's website at [www.cnam.ie/careers](http://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 [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 [recruit@cnam.ie](mailto:recruit@cnam.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.

**Closing Date:** 13<sup>th</sup> March 2024 at 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.