

Human Resources Officer

Clerical Officer Grade

People & Organisational Development Team

Applicant Information Pack



September 2026

Dear Applicant

Thank you for your interest in the role of Human Resources Officer.

Working at Coimisiún na Meán, you will help create a thriving, diverse, creative, safe and trusted media landscape, that works for people in Ireland and across the EU.

You will help us regulate, support and develop the media landscape. You will help to uphold everyone's fundamental rights and ensure that we continue to live in an open democratic society.

Our organisation is growing rapidly. We grew from 40 people to 300 in our first three years. Our people come from a wide range of backgrounds: the online and media sectors, civil society, public service, academia and the legal profession. We are proud of the opportunities we give for professional growth. We are committed to having a workforce that reflects the diversity of the society that we serve.

We are delighted to be recruiting for Human Resources Officer. This role will contribute to delivering the strategy that we adopted earlier this year. It will contribute to our goal[s] of ensuring that the media landscape:

- upholds the rights, wellbeing and development of children
- supports democracy and democratic values
- is one that consumers can trust so that they are protected from exploitation and fraud
- reflects and shapes Irish culture and who we are as a society
- promotes the values of justice, equality, diversity and inclusion
- strengthens public health and safety

If you believe this opportunity aligns with your skills and offers a chance to grow professionally, we'd be excited to hear from you and encourage you to apply.

Yours sincerely
Jeremy Godfrey, Executive Chairperson



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

Our Vision and Mission



Our vision is for a thriving, diverse, creative, safe and trusted media landscape.

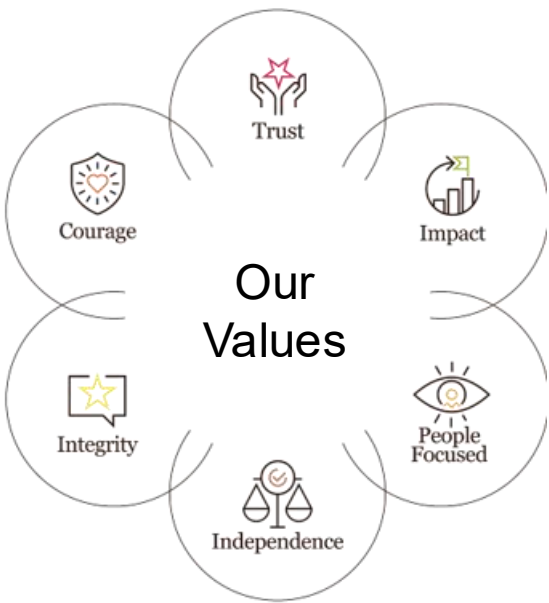


We regulate, support and develop a media landscape that underpins fundamental rights and fosters an open, democratic and pluralistic society.

Our Strategic Outcome Areas



Our Values



About This Role

Role Purpose

The Human Resources (HR) Clerical Officer will play a key role in supporting the People and Organisational Development team by providing high-quality administrative and operational assistance across the People Operations function. The role will support the accurate maintenance of employee records and HR systems, staff induction and onboarding, the Performance Management and Development System (PMDS), and the timely handling of general staff queries. The successful candidate will also assist with payroll-related activities, occupational health administration, reporting, expenditure tracking and other day-to-day HR processes. Working with accuracy, discretion and professionalism, they will contribute to the delivery of an efficient, responsive and confidential HR service across the organisation.

About the Team/Division

The postholder will work within the People & Organisational Development (POD team), ensuring a collaborative and coordinated approach to supporting the team and wider organisation. The role also contributes to the organisation's strategic objectives by enabling an effective, compliant and forward-thinking People service.

The POD team falls within Coimisiún na Meán's Corporate Services Division along with the areas of Governance, Finance & Procurement, International Affairs and the Commission Secretariat.

Key Responsibilities

- Support with updating employee records in the Human Resources Management System (HRMS), ensuring all data is accurate, up-to-date and handled with strict confidentiality.
- Support the induction and onboarding process.
- Support effective running of the organisation's PMDS process.



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na Meán

Key Responsibilities (continued)

- Respond to queries from staff received through the general mailbox.
- Provide support across a range of People Operations processes, including preliminary payroll activities, occupational health administration, reporting and expenditure tracking.
- General administrative support for the People Operations function.

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

- Relevant experience in a clerical or administrative role.
- Excellent interpersonal skills, with the ability to work effectively and collaboratively across teams.
- Clear and professional written and verbal communication skills.
- Strong attention to detail and a consistent commitment to accuracy.
- Proficiency in Microsoft Office applications.
- A willingness to learn and develop relevant skills, knowledge and expertise.

Desirable Criteria

- Previous experience in HR administration.
- An understanding of public sector structures, procedures and processes.



Key Information

Benefits, Package & Pay

- This position is offered on a Permanent basis.
- Full time, 35 hrs per week
- Annual Leave: 22 days per annum
- The role will be a hybrid role combining home and office working. Our current hybrid policy is 2 days in the office.
- Our office is located at One Shelbourne Buildings, Shelbourne Road, Dublin 4, D04 NP20.
- For a full list of benefits see our website [here](#)
- This position is graded at the Clerical Officer [scale](#)
- Successful candidates will be appointed on the first point of the scale.

Citizenship Requirement

Eligible Candidates must be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who has a stamp 4 permission* or stamp 5 permission.

*Please note that a 50 TEU visa, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent

To qualify candidates must meet one of the citizenship criteria above at the time of application.



Trust



Impact



Courage



Independence



People
Focused



Integrity

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](#).
- All positions require candidates to live in the Republic of Ireland or Northern Ireland.
- Candidates who engage in canvassing will be disqualified and excluded from the process

Late applications or applications not received through the correct channel, as indicated above, will not be considered.

For queries related to the application or selection process related to this role, please contact cnam@cpl.ie

Competencies

Please see the competencies below that will be assessed at interview stage for this competition. For more information on the competencies visit our [frequently asked questions](#).

Team Work

Information Management / Processing

Delivery of Results

Customer Service and Communication skills

Specialist Knowledge, Expertise and Self Development

Drive & Commitment to Public Service Values



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Privacy Notice

Coimisiún na Meán (An Coimisiún, CnaM, we, our) processes the personal data arising as a result of its recruitment campaign. The Data Controller is CnaM, and the Data Processor appointed by CnaM to conduct the recruitment process is CPL. The Data Controller's contact details are - Data Protection Officer, Coimisiún na Meán 1 Shelbourne Buildings, Shelbourne Road, Dublin 4, D04 NP20, Ireland.

Email: dpo@cnam.ie **Phone Number:** 01 963 7755

CnaM will process the personal data collected during the recruitment process for the purpose of the review, consideration and selection of applications and the contacting of applicants. Third party recipients may include CnaM representatives. CnaM does not transfer personal data outside of the EU or EEA.

CnaM's legal bases for collecting and processing this data may include:

- Contract - where the processing is necessary for the performance of a contract, or in order to take steps at the request of the data subject prior to entering into a contract

and/or

- Consent - where you have given explicit consent to the processing (e.g. reasonable accommodations)

The personal data processed will be stored securely. This data will be stored for a maximum of 12 months in the event of an unsuccessful application.

Applicants have the right to access their data and to rectify any inaccuracies in their data. To do this, please write to the Data Protection Officer at the address listed above. Applicants have the right, where appropriate, to the erasure of their data and/or a restriction on processing of their data. In addition, data subjects have the right to lodge a complaint with the Data Protection Commission. Our full Data Protection Statement is available here: <https://www.cnam.ie/governance/data-protection-privacy/privacy-statement/>

Selection Process

The selection process will include:

Shortlisting of candidates based on the information provided in their application, assessed against the specified criteria for the role. Candidates shortlisted will be invited to a competency-based interview which will be conducted in person at our Dublin office.

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: 06th October 2026, 3:00pm

