**Candidate Information Booklet**

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| RSM Ireland on behalf of the Competition and Consumer Protection Commission (CCPC) will hold a competition for the purpose of recommending a person for appointment to the position of:  **Corporate Services Manager**  **Grade:** Higher Executive Officer (HEO)  **Closing date:** 12 noon, Monday, 23rd May 2022 |

RSM Ireland Business Advisory Ltd. is committed to a policy of equal opportunity.

RSM Ireland Business Advisory Ltd. will run this campaign in alignment with best practice for the Appointment to Positions in the Civil Service and Public Service prepared by the Commission for Public Service Appointments (CPSA) and which are available on www.cpsa.ie

RSM Ireland

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| Title of Position: Corporate Services Manager  Division: Corporate Services Division (CSD)  Grade: Higher Executive Officer  Reporting to: Assistant Principal Officer  Employing Authority: Competition and Consumer Protection Commission (CCPC)  Location: Dublin 1[[1]](#footnote-1) |

**CCPC Background:**

The Competition and Consumer Protection Commission (“CCPC”) is the statutory body responsible for promoting compliance with, and enforcing where necessary, competition and consumer protection law in Ireland. It was established on 31 October 2014 following the amalgamation of the National Consumer Agency and the Competition Authority. The CCPC has a broad mandate, covering all sectors of the economy, with statutory responsibility for the enforcement of competition and consumer protection law. Our aim is to make markets work better for consumers. To achieve this, we work to influence public debate and policy development, grow public understanding of the importance of open and competitive markets, promote competition and highlight the interests of consumers.

The CCPC’s functions include:

* Investigating and challenging practices that are damaging to consumers and/or the wider economy.
* Bringing anti-competitive behaviour and practices that are harmful to consumers and/or the wider economy to an end, where necessary via enforcement action.
* Examining certain mergers and acquisitions to ensure that there is not a substantial lessening of competition in Ireland.
* Conducting market surveillance in relation to the safety of products covered by a number of EU Directives and Regulations and monitoring and processing consumer product recalls in Ireland.
* Providing information to consumers to help them make informed decisions. We have a specific role in this regard relating to financial services.
* Advising policy-makers in relation to consumer protection and competition matters.
* Exercising statutory roles in relation to Alternative Dispute Resolution, credit intermediaries and the regulation of business relationships in the grocery sector.

We are governed by an Executive Chairperson and Commission structure. Each Division of the CCPC is overseen by a Member of the Commission, led by a Divisional Director and managed by a senior management team from within the Division. We are staffed with people from a wide range of technical backgrounds. Details of the CCPC Vision, Mission, Values and Goals of the can be found at [www.ccpc.ie](http://www.ccpc.ie). along with details of our employee benefits.

**Role Summary**

**Role Purpose**

The CCPC is seeking to recruit a Corporate Services Manager to work in the Administration Unit within the Corporate Services Division (CSD). The Administration Unit has a wide variety of responsibilities in the areas of facilities, governance, compliance and procurement, among others. It is not only crucial to the operation of CSD, but it is key to supporting the wider functions of the CCPC, providing strategic and operational corporate support and advice to the different business units of the CCPC to achieve the statutory goals and responsibilities of the organisation.

Corporate Services Managers are responsible for the maintenance, development and management of specific functions of the Administration Unit and work with the Head of Administration, Deputy Director and the Director of Corporate Services on feeding into the overall strategy and direction of the Division. They provide advice and support to senior management on issues relating to Corporate Services, and build strong working relationships with CCPC colleagues at all levels within the organisation and key external partners.

**Key Responsibilities**

* Manage all aspects of Freedom of Information (FOI) within the CCPC
  + Make decisions based on the provisions of the Freedom of Information Act 2014
  + Form logical, legally sound conclusions after careful consideration of detailed complex records on the information to be released and withheld.
  + Liaise with requesters, retrieve records from record holders, conduct formal or informal consultation with internal and external parties, record the reasons for decisions and maintain and update records and the eFOI system.
  + Maintain relevant logs, publication schemes and statistical data as required.
  + Work with the Head of Administration to develop and review existing policies, procedures and training in relation to FOI.
  + Provide training, guidance and support as required.
* Act as the Open Data Liaison Officer for the CCPC
  + Design and implement the Open Data Publication Plan.
  + Responsibility for matters arising under the Open Data Directive and the Open Data Strategy.
  + Act as the contact point for Open Data and Re Use of Public Sector Information requests and ensure they are responded to correctly within the statutory timelines.
  + Respond to requests for information by the Minister and update on the CCPC’s progress under the Regulations and the Directive as required.
* Support the establishment of a secretariat function for external Adjudication Officers (AOs)
  + Support the appointment and induction of AOs.
  + Oversee the logistics of scheduling oral hearings or meeting (e.g. secure suitable accommodation for hearing to be held, arrange for stenographer etc.).
  + Contribute to the development internal procedures and policies for CCPC staff interacting with AOs.
  + Maintenance of Records:
    - Preparing meeting agendas, documentation etc.
    - Maintenance of records to log attendance at meetings.
    - Maintenance of register of communications between AOs and investigations team.
    - Maintenance of conflict of interest registers.
* Undertake any other duties and responsibilities of a similar level which may be required in the Division.
* Participate in CCPC Cross-Divisional Projects as required.

**Technical/Professional**

**Essential:**

1. Minimum 3 years’ work experience directly involved in the area of Corporate Services or a related field.
2. Proven ability to work under pressure, to tight deadlines, working efficiently in balancing multiple priorities with competing deadlines, whilst maintaining stakeholder relationships.
3. Excellent IT skills and knowledge of Microsoft Word, Excel, PowerPoint and Outlook.
4. Excellent communication skills, verbal & written, with demonstrable experience of building and effectively managing a wide range of internal and external relationships and an ability to understand information quickly.
5. Excellent analytical and problem-solving skills, with the ability to develop clear, informed proposals.

**Desirable:**

1. A relevant third level qualification would be a distinct advantage.
2. Previous experience or demonstrable knowledge of the provisions of the Freedom of Information Acts.
3. Experience in the preparation of written reports and submissions.
4. Previous relevant experience in the Public Sector.

**Expertise and Competencies for the Role**

* Management and delivery of results
* Analysis and decision making
* Drive and commitment
* Interpersonal and communication skills
* Specialist knowledge, expertise & self-development
* Team Leadership

**Competencies**

The full narrative for these competencies can be found at[**Higher Executive Officer Competency Framework**](https://www.publicjobs.ie/images/pdfs/Higher_Executive_Officer_Level.pdf)

**PRINCIPAL CONDITIONS OF SERVICE**

Principal conditions of service will be applied in line with all relevant governmental circulars/procedures and policies applicable at time of placement

**Salary:**

Entry will be at the **minimum** of the scale and annual increments may be awarded subject to satisfactory performance and to changes in the terms and conditions relating to annual salary increments in the Civil/Public Service generally. The rate of total remuneration may be adjusted from time to time in accordance with Government pay policy as applying to public servants generally.

The position is aligned to the Civil Service Higher Executive Officer Grade and the salary scale for this position is as follows:

**PPC (Personal Pension Contribution) Pay Scale applicable to an individual who is required to make a personal pension contribution**

€50,848 €52,334 €53,817 €55,300 €56,788 €58,271

€59,756 €61,899¹ €64,038²

**Non-PPC (non-Personal Pension Contribution) Pay Scale**

€48,426 €49,826 €51,220 €52,628 €54,037 €55,455

€56,865 €58,893¹ €60,927²

\* After three years satisfactory service at the maximum

\*\* After six years satisfactory service at the maximum

Candidates should note that different pay and conditions may apply if, immediately prior to appointment, the appointee is a serving civil or public servant. This is only applicable if the candidate is currently at a grade within this salary band.

Subject to satisfactory performance, annual increments may be payable in line with current Government Policy (See Public Service Stability Agreement 2018 -2020 paragraph 5.1.1 for recent changes.)

**Annual Leave:**  29 working days per annum, rising to 30 after 5 years of service.

**Hours of work:** Hours of attendance will be fixed from time to time but will amount, on average, to not less than 43 hours and 15 minutes gross or 37 hours net per week. Your normal working hours are from 9.00 am to 5.45pm on Monday to Thursday and 09.00am to 5.15pm on Friday, with 1 hour and 15 minutes for lunch. The CCPC currently offers Flexible Working Arrangements (“flexitime”) to some grades of staff, including Higher Executive Officers.

**Rest Periods:** The terms of the Organisation of Working Time Act, 1997 will apply to this appointment.

**Place of work:** The CCPC is currently located in Bloom House, Railway Street, Dublin 1, DO1 C576.

**Tenure:** This is a wholetime permanent position.

**Sick Leave:** Pay during sick absence will apply in accordance with the provisions of the Public Service Sick Leave Regulations.

**PRSI:** Officers who pay Class A rate of PRSI will be required to sign a mandate authorising the Department of Employment Affairs and Social Protection to pay any benefits due under the Social Welfare Acts directly to the CCPC. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Employment Affairs and Social Protection within the required time limits.

**Outside Employment:** The position is whole time and the officer may not engage in private practice or be connected with any outside business, which would interfere with the performance of official duties.

**Eligibility:** Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA), or to non-EEA nationals who fulfil the relevant criteria. In order to work in Ireland, all non-EEA nationals require a valid employment permit unless exempt under permission from the Minister for Justice and Equality. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply.

**SUPERANNUATION AND RETIREMENT:**

The successful candidate will be offered public service pension terms and retirement age conditions in accordance with pension arrangements in the Competition and Consumer Protection Commission depending on the status of the successful appointee:

1. In general, an individual who has no prior pensionable Public Service history in the 26 weeks prior to appointment will be a member of the Single Public Service Pension Scheme (Single Scheme) which commenced from 1 January 2013 [Section 10 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 refers];
2. An individual who was a member of a “pre-existing public service pension scheme” as construed by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 and who does not qualify for membership of the Single Scheme will have standard public service pension terms reflecting new entrant or non-new entrant status for the purposes of the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

**Appointee’s status for superannuation purposes**

Appointees will be required to disclose their full public service history. Details of the appropriate superannuation provisions will be provided upon determination of appointee’s status. The following points should be noted:

**Pension Accrual:**

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme will apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. **This may have implications for any appointee who has acquired pension rights in a previous public service employment.**

**Pension Abatement**

The Public Service Pensions (Single Scheme and Other Provisions) Act 2012 extended pension abatement so that a retiree’s public service pension is liable to abatement on re-entering public service employment, even where the new employment is in a different area of the public service. However, if the appointee was previously employed in the Civil Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER) or the Health Service Executive VER/VRS which render a person ineligible for the competition) the entitlement to payment of that pension will cease with effect from the date of reappointment.

**Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the cesser of such employment or on the person’s 60th birthday, whichever is the later, but on resumption, the pension will be based on the person’s actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

**Ill-Health Retirement**

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

**Additional Superannuation Contributions**

This appointment is subject to the Additional Superannuation Contributions in accordance with Part 4 of the Public Service Pay and Pensions Act 2017.

For further information in relation to public service superannuation issues please see the following website: [http://per.gov.ie/pensions](http://per.gov.ie/pensions_)

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidates.

1. Whilst all staff are contracted to work in Dublin 1, employees can currently avail of some remote working options. In line with Public Sector guidance, a more permanent agile/ hybrid working policy is being developed to formalise how we work in the CCPC in the future. [↑](#footnote-ref-1)