**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:  **Senior Analyst / Investigator**  **Grade:** Higher Executive Officer (HEO)  **Closing date:** 12 noon, Tuesday, 7 June 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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The CCPC is an equal opportunities employer and encourages and welcome talented people from all backgrounds to join our employee community.

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| Title of Position: Senior Analyst-Investigator  Division: Competition Enforcement & Mergers Division  Grade: Higher Executive Officer (HEO)  Reporting to: Senior Manager at AP / AP1 Level  Employing Authority: Competition and Consumer Protection Commission (CCPC)  Location: Dublin 1[[1]](#footnote-2) |

**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 number of Senior Analyst/Investigators for its Competition Enforcement & Mergers Division (CEM).In addition to the immediate appointment from this campaign, an order of merit may be established. This may be used to fill any future vacancies at the same level within this or other Divisions of the CCPC where roles have similar responsibilities and/or similar skills are required.

The Competition Enforcement and Mergers Division (CEM) is primarily responsible for exercising the CCPC’s functions as they relate to civil competition enforcement and merger review. CEM is responsible for investigating non-hardcore anti-competitive agreements, abuse of a dominant position and evaluating mergers and acquisitions notified to the CCPC. At a high level, CEM works to ensure that businesses comply with requirements of Irish and European Union competition law.

As a Senior Analyst / Investigator, you will be required to participate in investigations of alleged breaches of competition law under the new legislative regime which will be introduced by the Competition (Amendment) Act 2022 once enacted. You will also be required to participate in investigations of notified mergers and acquisitions. You will be required to quickly understand how markets work through a combination of desk research, talking to industry players and conducting site visits, as well as applying digital investigation and open source intelligence skills and techniques. Due to the broad range of issues that may require investigation, you will be required to prioritise work, meet strict statutory deadlines and agreed performance targets.

Successful candidates will need to be flexible and highly organised, ensuring that cases are progressed and records are maintained to the highest standards and ensuring that reporting on ongoing work is available at any point in time. Successful candidates will also work closely with other colleagues in case teams and will be responsible for delivering on specific areas of the Divisional workplan. They may also be expected to travel both nationally and internationally as part of their duties. This is an excellent opportunity for someone with relevant transferrable experience to make a strong contribution to the future enforcement of competition law in Ireland.

**Key Responsibilities**

1. Effectively and efficiently identify and investigate potential competition issues arising from notified mergers and acquisitions;
2. Participate in investigations of potential breaches of Sections 4 and 5 of the Competition Act 2002 and Articles 101 and 102 of the Treaty on the Functioning of the EU;
3. Conducting preliminary assessments of complaints or scoping issues that may be relevant to an investigation, seeking guidance as required;
4. Drafting investigation plans and reports for senior management, making recommendations for further action;
5. Ensuring appropriate outcomes where anti-competitive conduct has been identified, preparing files for decision making;
6. Managing enforcement activities, including conducting interviews and taking part in search operations and/or inspections, conducting regional site visits, as required;
7. Leading and managing performance and development of members of your team, empowering the team to identify individual and team learning requirements;
8. Representing the CCPC at international fora and conferences. This may include, European Commission Advisory Committee meetings, [OECD](https://www.oecd.org/about/) conferences, European and International Competition Network Seminars;
9. Building and maintaining effective and professional working relationships with CCPC staff, individuals, businesses and organisations;
10. Contributing to the achievement of the strategic goals of the organisation by participating in divisional or cross-divisional projects.

**Technical/Professional**

**Essential:**

1. Relevant Degree or equivalent in economics, law, business, regulation or compliance, **OR** comparable professional experience in the conduct of regulatory investigations and civil enforcement actions.
2. Experience in advising on merger control legislation and/or other competition, markets or regulatory cases.
3. Case management experience, including maintaining case files, meeting agreed deadlines and milestones, and progressing a case from initial complaint/notification/referral to closing.
4. Good analytical and decision-making skills, based on an evaluation and assessment of evidence.
5. Good interpersonal, verbal and written communication skills, particularly in building relations and influencing others.
6. Excellent drafting skills and attention to detail.

**Desirable:**

1. Formal accreditation or post graduate qualification in competition law, economics, economic regulation or business law in addition to the essential requirements.
2. Knowledge of Irish and/or European competition policy and related legislative environment, issues and challenges.
3. Experience in reviewing mergers or handling complaints or conducting investigations (or inspections) within a regulatory / enforcement agency or in private practice.
4. People management experience.
5. Project management experience.

**Expertise and Competencies for the Role**

**Competencies for the Role**

* Team Work
* Analysis & Decision Making
* Management & Delivery of Results
* Interpersonal & Communication Skills
* Drive & Commitment
* Specialist Knowledge, Expertise & Self-Development

The full narrative for the competencies can be found at [Higher Executive Officer Competency Framework](https://www.publicjobs.ie/images/pdfs/Higher_Executive_Officer_Level.pdf). It is important to review the full details to ensure that you understand the requirements for the role.

**How to apply – Selection Process**

For information on how to apply and our selection process please refer to the [selection process guide](https://www.rsm.global/ireland/sites/default/files/media/selection_process_guide_ccpc.pdf) on our [recruitment site](https://www.ccpc.ie/business/about/careers/)

**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

¹ After 3 years satisfactory service at the maximum.

² After 6 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 Dublin 1, employees are currently availing of remote working options. In line with Public Sector guidance a more permanent agile/ hybrid working policy is being developed to formalise the future of how we work in the CCPC. [↑](#footnote-ref-2)