**Candidate Information Booklet**

|  |
| --- |
| 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 Product Safety Manager: Product Safety Division****Grade:** Assistant Principal Officer (AP)**Closing date:** 12 noon, Tuesday 24th 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

Trinity House,

Charleston Rd,

Ranelagh,

Dublin,

D06 C8X4

The CCPC is an equal opportunities employer and encourages and welcome talented people from all backgrounds to join our employee community.

|  |
| --- |
| Title of Position: Senior Product Safety Manager Division: Product Safety Grade: Assistant Principal OfficerReporting to: Deputy Director of Product SafetyEmploying 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 Senior Product Safety Manager for its Product Safety Division (PSD). This is an opportunity for a high calibre, Senior Manager with relevant experience, to bring their strong leadership and management approach to a new and developing regulatory and technical division supporting the goals of a dynamic and fast-paced organisation.

PSD is responsible for the CCPC’s functions as a market surveillance authority for non-food consumer products and its role as the National Contact Point for the EU rapid alert system for the notification of hazardous non-food consumer items (SafetyGate RAPEX). PSD has recently expanded and is restructured into four separate Units with distinct areas of responsibility each headed by a Senior Product Safety Manager (AP).

The core work of the units includes:

* carrying out effective market surveillance of products, including investigating and inspecting suspected non-compliant or unsafe products online and in business premises;
* ensuring businesses take appropriate and proportionate corrective action;
* monitoring and processing of relevant product recalls in Ireland;
* managing the CCPC’s obligations as a Market Surveillance Authority and Rapex National Contact Point;
* carrying out product risk assessments;
* increasing engagement with consumers to inform them of recalls of unsafe products;
* increasing visibility of engagement with business to achieve compliance;
* working closely with Customs to intervene in the prevention of non-compliant products entering the Irish market.

The Senior Product Safety Manager will occupy a senior role directly involved in the leadership and management of a Division that works with complex and developing issues ensuring the protection of consumers from unsafe products. The role is an opportunity for an adaptable professional with proven expertise in management to establish, develop and lead a new and growing Unit, leading regulatory activity that contribute to the CCPC in achieving its mission. The role is a key appointment contributing to the success of the work of the Division as it continues to grow and develop in the CCPC.

The successful candidate will be primarily responsible for the day-to-day management and operations of a new Unit.

**Key Responsibilities**

1. Lead on the establishment of the Unit, including the development of divisional procedures and internal systems for the Unit.
2. Oversight of market surveillance activities conducted by the Unit including:
	1. Targeting and sampling the riskiest products;
	2. prompt and effective investigation of product safety cases;
	3. ensuring corrective measures, for example recalls, are undertaken, which may include taking enforcement actions.
3. Analyse statistics and monitor trends arising from trade data, product recall data, international activity, and proactively respond to emerging trends.
4. Identify best practices with a focus on future requirements and resource realities.
5. Lead, manage, supervise and support team members effectively, including performance management and identification of individual and team learning and development needs.
6. Work as part of Divisional Senior Management team in leading a culture of continuous improvement, innovation and collaboration,
7. Build, manage and maintain productive and positive relationships with internal and external stakeholders, whilst representing CCPC at external fora, which may involve national and international travel;
8. Promote the Vision, Mission and Values of the CCPC that will pro-actively contribute to the CCPC achieving its strategic objectives
9. Ensure the management of reporting obligations, corporate activities and work plan development and reporting is conducted in an accurate, timely and efficient manner
10. Carry out any other additional tasks that may be assigned to deliver the business objectives of the Division and the CCPC.

**Technical/Professional**

Essential:

1. Third level degree or a professional qualification in an area related to the role;
2. Minimum 3 years’ experience of successfully leading and managing specialist teams (preferably in a regulatory, product safety or market surveillance environment);
3. Practical experience of the application of regulatory legislative instruments;
4. Proven ability to lead and deliver on parallel projects within tight timeframes involving multi-disciplinary and cross Divisional participation;
5. Strong analytical skills with an ability to assess complex data from multiple sources, propose solutions and make well ground decisions;
6. Demonstrable interpersonal and influencing skills including the ability to build effective internal and external stakeholder relationships;
7. Excellent drafting skills, presentation skills and attention to detail;
8. Strong leadership skills with proven ability to manage, develop and get the best from a team.

Desirable:

1. Working knowledge of product safety or market surveillance legislation;
2. Experience in regulatory inspections or investigations;
3. Experience of successfully developing and implementing business strategy and/ or change programmes;
4. Knowledge of governance and risk;
5. Project Management and/or case management experience;
6. Experience of working across agencies and/or in an international environment and networks;
7. Full clean Irish driving licence with access to a car.

**Expertise and Competencies for the Role**

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

The full narrative for the competencies can be found at [Assistant Principal Officer Competency Framework](https://www.publicjobs.ie/images/pdfs/Assistant_Principal_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 remuneration may be adjusted from time to time in line in accordance with Government pay policy as applying to public servants generally.

The position is aligned to the Civil Service Assistant Principal 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

€70,399 €72,991 €75,620 €78,258 €80,891 €82,409

€85,067¹ €87,734²

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

€68,003 €70,478 €71,843 €74,345 €76,848 €78,295

€80,816¹ €83,345²

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](https://www.gov.ie/en/publication/432f22-public-service-stability-agreement-2018-2020/) and [Building Momentum, a new Public Service Agreement 2021-2022](https://www.gov.ie/en/publication/e9d23-building-momentum-a-new-public-service-agreement-2021-2022/).

**Annual Leave:**  30 working days per annum.

**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. The 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.

Evening and weekend work may be required from time to time.

**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](https://hr.per.gov.ie/wp-content/uploads/2020/04/Guide-to-the-Regulations.pdf).

**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](https://singlepensionscheme.gov.ie/) (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 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 the future of how we work in the CCPC. [↑](#footnote-ref-1)