

## Candidate Information Booklet

### The Competition and Consumer Protection Commission

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:

#### **Executive Officer: Product Safety Officer**

**Grade:** Executive Officer (EO)

**Closing date:** 12 noon, Monday, 3<sup>rd</sup> October 2022

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

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](http://www.cpsa.ie)

RSM Ireland  
Trinity House,  
Charleston Rd,  
Ranelagh,  
Dublin,  
D06 C8X4

Title of Position:	<b>Product Safety Officer</b>
Division:	Product Safety Division
Grade:	Executive Officer
Reporting to:	Manager at Higher Executive Officer (HEO) level
Employing Authority:	Competition and Consumer Protection Commission (CCPC)
Location:	Dublin 1/ Hybrid working available
Starting Salary:	€31,698

## CCPC Background:

The Competition and Consumer Protection Commission (“CCPC”) is the statutory body responsible for enforcing competition and consumer protection law in Ireland. The CCPC’s broad mandate, covering all sectors of the economy, gives it a vital role in ensuring that markets work better for consumers.

To achieve this, we;

- provide information to the public and businesses
- 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.

Detail of the Vision, Mission, Values and Goals of the CCPC can be found [here](#) with further information on the work of the CCPC to be found at [www.ccpc.ie](http://www.ccpc.ie).

## Division Overview

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.

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.

## Role Purpose

The CCPC is seeking to recruit a number of Product Safety Officers for the Product Safety Division (PSD). The successful candidates will play a key role in supporting the activities of the unit they are assigned to and will also have a role in building and maintaining relationships with relevant stakeholders. In addition, the Product Safety Officer will be required to carry out any other additional tasks that may be assigned to them in order to support the work of the Division.

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 Product Safety Officers will be responsible for some of the following key responsibilities:

### Key Responsibilities

- i. Collaborate on targeted risk-based inspections of products online, in business premises and at Customs;
- ii. Participate in investigating, analysing and managing product safety compliance cases, including carrying out risk assessments, follow up with economic operators, and progressing to an appropriate outcome;
- iii. Support business compliance by addressing enquiries and providing information and guidance to businesses on product safety issues;
- iv. Assist in ensuring prompt and effective response to product withdrawals and recalls notified to, or directed by the CCPC, including investigation and monitoring of recalls;
- v. Carry out the CCPC's functions as RAPEX National Contact Point and as a Market Surveillance Authority;
- vi. Build and maintain technical and legislative knowledge, by conducting and preparing the research and assessment of product safety related issues;
- vii. Build effective relationships with internal and external stakeholders;
- viii. As required, represent the CCPC at international events and conferences;
- ix. Contribute to the achievement of the strategic goals of the organisation by participating in cross-divisional projects, developing and maintaining knowledge and familiarity with the broad remit of the CCPC's mandate;
- x. Assist in the preparation of Divisional and Organisational reports;
- xi. Carry out any other additional tasks, responsibilities or functions that may be assigned by management in order to support the work of the Division.

### Competencies for the Role

- Teamwork
- Analysis & Decision Making
- Delivery of Results
- Interpersonal & Communication Skills
- Drive and Commitment
- Specialist Knowledge, Expertise and Self-Development

The full narrative for the competencies can be found at [Executive Officer Competency Framework](#)

## Technical/Professional

### Essential:

#### Specialist Knowledge, Expertise and Self-Development

- i. Degree or equivalent, in science, engineering, law, business, regulation or compliance **and/ or** comparable professional experience in an area related to the role.
- ii. Good standard of computer skills with particular aptitude in using Microsoft Word and Excel.

#### Delivery of Results

- iii. Strong drafting skills and attention to detail.

#### Teamwork

- iv. Demonstrable people skills with the ability to work effectively in a team environment.

#### Interpersonal & Communication Skills

- v. Good interpersonal, verbal and written communication skills, particularly in building relationships and working with others.
- vi. Excellent administration and organisational skills with the ability to work in a fast-paced environment, multi-task, determine priorities and ensure deadlines are met.

#### Analysis & Decision Making

- vii. Evidence of analytical and problem-solving skills, with the ability to work on one's own initiative.

### Desirable:

#### Specialist Knowledge, Expertise and Self-Development

- i. Postgraduate qualification in an area related to the role.
- ii. Demonstrable experience of some of the following in either the public or private sector;
  - Participating in regulatory inspections or investigations;
  - Working within a compliance or regulatory environment;
  - Risk management principles and tools;
  - Assisting in enforcement actions and/or prosecutions;
- iii. Established knowledge of product safety and market surveillance law or can demonstrate the ability to quickly acquire a sufficient level of knowledge in these areas.
- iv. Case management and/or project management experience.

#### Analysis & Decision Making

- v. Experience in conducting internet/desk-based investigations e.g. open source intelligence skills, data mining or interrogation of databases.
- vi. Interpreting legal and/or policy frameworks.

In addition to the above, a full Irish driving licence and access to a vehicle is also desirable.

## **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 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**

€31,698	€33,509	€34,531	€36,526	€38,315	€40,044
€41,768	€43,455	€45,160	€46,817	€48,526	€49,658
€51,270 <sup>1</sup>	€52,894 <sup>2</sup>				

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

€30,227	€32,271	€33,081	€34,823	€36,518	€38,165
€39,800	€41,402	€43,021	€44,595	€46,216	€47,297
€48,823 <sup>1</sup>	€50,352 <sup>2</sup>				

<sup>1</sup> After 3 years satisfactory service at the maximum.

<sup>2</sup> 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:** 23 working days per annum, rising to: 24 after 5 years; 25 after 10 years; 26 after 12 years and 27 after 14 years' service.

**Hours of work:** Hours of attendance will be fixed from time to time but will amount to on average not less than 41 hours and 15 minutes gross or 35 hours net per week. Your normal hours of work are 9.00 a.m. to 5.15 p.m. Monday to Friday with 1 hour and 15 minutes for lunch. You will be required to be flexible in this position as it may from time to time be necessary to carry out your duties outside normal working hours

The CCPC currently offers Flexible Working Arrangements (“flexitime”) to some grades of staff, including 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 candidates 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:

- a) 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];
- b) 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 appointees' 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 these schemes 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 cessation 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>

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.