

The Competition and Consumer Protection Commission (CCPC).

Candidate Information Booklet

ob Title:	Head of Data Regulation
rade:	Assistant Principal Officer (AP)
losing date:	3.00pm, Friday, 20 th June, 2025



General Information:

Job Title:	Head of Data Regulation
Grade:	Assistant Principal Officer (AP)
Starting Salary:	*€80,668 *Point of entry on this salary scale may differ from the minimum point of the scale if the successful candidate is a current public or civil servant.
Employing Authority:	Competition and Consumer Protection Commission (CCPC)
Office Location:	Bloom House, Railway Street, Dublin 1, D01 C576
Working Hours:	35 hours per week
Hybrid / Agile / Remote Working:	You will be required to attend the office at least 40% of your time and can avail of remote working up to 60% of your time, this is subject to business requirements.
	The CCPC generally operates on a fully remote basis during the month of August and fully remote over the Christmas period. This arrangement is subject to business requirements.
Closing Date:	3.00pm, Friday, 20 th June, 2025
Annual Leave:	30 days per annum.
Tenure:	Wholetime, Permanent

The Competition and Consumer Protection Commission (CCPC):

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.

We are governed by an Executive Chairperson and three Commission Members ("the Commission"). The Commission is responsible for the strategic and operational management of the organisation to deliver on our mission and meet our regulatory objectives.

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, including economists, lawyers, digital forensic specialists, investigators, communications professionals and more.

You can read our <u>strategy statement</u> which outlines the vision, mission, values and goals of the CCPC. Further information on the work of the CCPC to be found at <u>www.ccpc.ie</u>.

Equal Opportunities

The CCPC is an equal opportunities employer. We are committed to championing an inclusive and diverse workforce that reflects modern Ireland and the people we serve. We strive to create a culture where everyone has equal access to opportunity and feels comfortable and confident to be themselves at work. Reasonable Accommodations will be provided, if required, during this process. To discuss and request reasonable accommodations in confidence please contact <u>ccpccareers@cpl.ie</u>

Division Overview

The Digital & Data Regulation Division (DDR Division) is a new division established to fulfil the CCPC's important and expanding role in regulating digital and data markets. The work of the DDR Division contributes to creating a trusted data economy which is transparent, proportionate, and fair and to ensuring the transparency of online marketplaces.

To fulfil this role, the DDR Division engages with industry, including large multinationals and cooperates with other authorities operating at national, EU and international level.

This is an exciting time to join a new growing, future-focused division in the CCPC. There will be opportunities for those working in the division to shape the new responsibilities and processes of the CCPC as our digital regulation remit continues to expand.

There are currently two units in the DDR division which deliver the CCPC's statutory functions under our digital mandate:

a) The Data Regulation Unit (DRU) is responsible for regulating entities under the EU Data Governance Act as the competent authority and will have a role under the EU Data Act. For more information on data regulation, see <u>here</u> and <u>here</u>.

b) The Digital Markets and Platforms Unit (DMP) is responsible for regulating the transparency and fairness of online marketplaces and platforms. It does this through its responsibilities under the Digital Services Act (DSA) as the competent authority with responsibility for Articles 30 to. It also achieves this through its functions under the Platform to Business or 2B Regulations.

Each unit has its own specific area of expertise, competence and responsibility but also contributes to the work of DDR through a collaborative approach.

The Role:

The CCPC is seeking to recruit a Head of Data Regulation, at Assistant Principal Officer level. You will report to the Deputy Director and manage the staff in the Data Regulation Unit, currently comprising of a Higher Executive Officer (HEO) and an Executive Officer (EO).

The successful candidate will also be part of the wider senior management team in the Division. A key requirement for the position is the ability to anticipate and identify regulatory issues of wider strategic importance and put in place plans to proactively deal with them.

The Successful Candidate:

The successful candidate will have a critical role in implementing these new laws and working to ensure both, they and the new DDR team are equipped to tackle complex problems, ensure effective delivery and take enforcement outcomes in a new environment. We would like to hear from people with a diverse range of backgrounds and skills – you may have experience working in the digital sector or you may have project management, legal, compliance, regulatory or enforcement experience.

The successful candidate will be self-driven and adaptable. You will also have excellent team leading, communication and collaborative skills and in delivering high quality results.

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.

Key Responsibilities:

- Support the Director and Deputy Director on the establishment of the division.
 - Oversee the development and implementation of policies and procedures for:
 - o Processing of complaints
 - o Early resolution measures
 - o Conducting investigations, including use of investigatory powers and fair procedures
- Enforcement, up to and including recommendations that may result in administrative fines
- Oversee efficient management of complaints processing in the Data Act
- Develop and deliver regular compliance programmes for the Data Act
- Engage regularly with stakeholders, particularly to educate them on new rights and responsibilities set out in the DGA and Data Act
- Attend and actively participate in national and international working groups relating to data regulation, such as the European Data Innovation Board
- Assist in the monitoring and supervision of registered entities for compliance with the Data Governance Act.
- Build expert knowledge and develop a team of experts.
- Recruit and develop the team in line with the Director's vision and workplan.
- Promote the Mission, Vision and Values of the organisation though self-management and team management.

Essential:

- Relevant Level 8 or above third level qualification in law, regulation, compliance, or economics or other demonstrably relevant discipline or equivalent professional experience.
- At least 4 years of comparable professional experience, for example in a regulatory, civil enforcement or investigation environment.
- Strong planning/project management skills.
- Demonstrated experience in leading and managing teams.
- Demonstrated experience of delivering results in a challenging environment.
- Demonstrated communication and influencing skills.

Desirable:

- Demonstrated experience in the digital economy, either through online platforms, online marketplaces or other equivalent sector
- Relevant experience of implementation and/or knowledge of Irish and/or European legislation and policies, preferably those that concern digital, data, telecoms, or consumer protection legislation.
- Relevant knowledge and experience of best practice in case management, operations, or user experience.
- Experience of working across organisations in a national/international context.
- Experience or exposure to e-investigation tools/techniques, OSINT, investigative databases and analytical software tools.

Application Process:

To apply for this role using the link on the CCPC <u>careers page</u>, please submit a CV and cover letter. The CV should be no longer than two pages and the cover letter should not exceed 800 words. Your cover letter should specifically highlight your relevant experience and suitability for the role, with particular reference to how you fulfil the essential criteria.

Applicants should note that canvassing will result in your exclusion from the process.

Shortlisting:

Shortlisting of candidates will be based on the information provided in their application. In order to satisfy the shortlisting panel, you need to clearly highlight within your application how your skills and experience meet the essential criteria. If this is not clearly displayed, it may prevent your application progressing to the shortlisting stage.

Interview Process:

There will be two interviews for this role that are likely to take place in early and mid-July. During the first-round interview, the CCPC will conduct competency style interviews based on the Assistant Principal Officer (AP) <u>competencies</u> below:

- 1) Leadership
- 2) Analysis and Decision Making
- 3) Management and Delivery of Results
- 4) Interpersonal and Communication Skills
- 5) Specialist Knowledge, Expertise and Self Development
- 6) Drive and Commitment

Full details of these competencies can be found on the <u>CCPC careers page</u> under FAQ.

The second-round interview will involve an assessment using practical methods such as presentation skills, writing assignments or role play.

To find out more about what it is like to work in the CCPC, FAQ's, terms and conditions and the benefits on offer, please visit our <u>CCPC careers page</u>