



**The Competition and Consumer Protection  
Commission (CCPC).**

**Candidate Information Booklet**

**Job Title:** Director of Human Resources  
**Grade:** Principal Officer (PO)  
**Closing date:** 3.00pm, Tuesday, 2<sup>nd</sup> June 2026



## General Information:

<b>Job Title:</b>	Director of Human Resources
<b>Grade:</b>	Principal Officer (PO)
<b>Starting Salary:</b>	<u>*€107,081</u> *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.
<b>Employing Authority:</b>	Competition and Consumer Protection Commission (CCPC)
<b>Office Location:</b>	Bloom House, Railway Street, Dublin 1, D01 C576
<b>Working Hours:</b>	35 hours per week
<b>Hybrid / Agile / Remote Working:</b>	<p>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.</p> <p>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.</p>
<b>Closing Date:</b>	3.00pm, Tuesday, 2 <sup>nd</sup> June 2026
<b>Annual Leave:</b>	30 days
<b>Tenure:</b>	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. The CCPC is overseen by the Commission, and our Senior Directors have responsibility for the organisation’s Divisions, and each Division is led by a Divisional Director and their senior management team. We are staffed with people from a wide range of technical backgrounds, including economists, lawyers, digital forensic specialists, investigators, communications professionals and more. The CCPC currently has approximately 260 staff.

You can read our [strategy statement](#) which outlines the vision, mission, values and goals of the CCPC. Further information on the work of the CCPC to be found at [www.ccpc.ie](http://www.ccpc.ie).

## **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 [ccpccareers@cpl.ie](mailto:ccpccareers@cpl.ie)

## Division Overview

The CCPC's HR Division is committed to the delivery of the highest standard of HR services to the wider organisation. The Division sits at the heart of the CCPC and is valued as a respected business partner to Directors and managers across the organisation. It is a dynamic team with responsibility for the successful delivery of the CCPC's People Strategy and organisational development initiatives.

The HR team supports and enables high performance and a positive people culture. They assist the Divisions throughout the CCPC to deliver on their workplans in line with the CCPC Statement of Strategy. The team works closely with staff across the CCPC, in particular with the Senior Management Team, the Internal Communications team and the Corporate Services team. The HR Division has a current headcount of 10 staff, supplemented by external consultants when additional resources are required.

The Division is divided into three main functional areas: HR Operations; Learning and Organisational Development; and Strategic HR Business Partnering. The team comprises: Director of HR (Principal Officer), two Heads of Unit/ Strategic HR Business Partners (Assistant Principal), HR Operations Manager (Higher Executive Officer), Learning and Organisational Development (OD) Manager (Higher Executive Officer), L&D Specialist (Administrative Officer), and HR Executives (Executive Officer).

## The Role:

This is a key strategic role which will enable a high-calibre Senior Manager to bring their strong leadership and HR experience to a progressive organisation with a dynamic people agenda. The Director of HR will lead the continued development and delivery of high-quality HR services in the CCPC.

The successful candidate will foster a culture that supports both individual and organisational development and enables continuous improvement of the employee experience. They will also lead the continuous improvement of HR policy, procedure and information systems.

Reporting to the Member of the Commission, the Director of HR will also play an important role at Senior Management level in ensuring that the CCPC fulfils its objectives under its Statement of Strategy. The successful candidate will work closely with the Commission and Senior Management team and will contribute to the development of the organisation through initiating, and constructive engagement in, cross-Divisional and organisation-wide projects.

## **The Successful Candidate:**

The successful candidate possesses extensive experience leading a division and advancing organisational strategy. As a senior HR leader, they will demonstrate expertise in strategic workforce planning, talent management, and a thorough understanding of employment law and compliance. They will have a proven ability to drive organisational change, demonstrate exceptional communication and stakeholder engagement skills. Additionally, the ideal candidate will have a strong track record of fostering inclusive workplace cultures and successfully guiding teams through complex transformation initiatives.

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:**

The Key Responsibilities of this position will include, but not be limited to, the following:

- Deliver on an existing 3-year People Strategy and develop, lead and deliver a new People Strategy from 2026-2029 to support CCPC business objectives.
- Develop and drive the divisional strategy and workplan of the HR Division and pro-actively contribute to the CCPC achieving its strategic objectives from a People perspective.
- Lead and manage the team in the HR Division to ensure its operational effectiveness, setting high standards and implementing strategies and management tools to drive team performance.
- Develop capability and capacity across the team through effective delegation, coaching and mentoring.
- Lead the team in the HR Division in continued streamlining of HR processes to maximise efficiencies and support on-going digitisation, including use of HR analytics.
- Be a business partner to the Commission and the Senior Management Team (SMT) in the areas of strategic workforce planning, organisational capability, organisational development, learning & development, wellness, performance and HR governance.
- Drive ongoing development and promotion of initiatives to support the optimum Employee Experience, having particular regard to the CCPC's Agile Working Policy.
- Develop and promote, in liaison with Internal Communications, initiatives that ensure the provision of effective, timely and relevant information to employees.
- Drive the continuous improvement of the talent acquisition process and candidate experience to provide a quality pipeline of high-quality candidates in recruitment processes.
- Continually develop and implement talent management and employee engagement initiatives to optimise staff retention.
- Design, develop and drive an L&D framework tailored for a competition and consumer protection agency to support sustained strategic delivery.
- Ensure compliance with legislation, statutory and governance requirements and complete all reporting and work-planning requirements including risk management.
- Liaise with the Department of Enterprise, Trade and Employment on all HR related matters, particularly in relation to resourcing, recruitment and high-quality data provision.
- Participate in cross Government working groups/fora as appropriate.

### **Essential:**

- Relevant third level qualification, with membership of CIPD or eligibility for membership of CIPD;
- A minimum 3 years' experience working at a senior management level in a comparable business unit, with an excellent track record of delivery in multiple areas of the HR remit;
- Strong and demonstrable leadership experience, including leading and managing a highly skilled professional HR team;
- Experience of designing and successfully implementing HR, OD and L&D strategies; together with the ability to perform effectively at both strategic and operational level;
- Up-to-date knowledge of employment law; recruitment & selection; industrial relations and pay/superannuation policies and procedures;
- Experience working in a fast-paced environment, with a track record in continuous improvement of processes and procedures, and modernisation of systems.

### **Desirable:**

- Experience of working in a Public Sector HR environment.
- Proven track record of using project management skills in the design and delivery of strategic HR projects.
- Risk and budget management experience, including spreadsheet management.
- Proven experience in the coaching and influencing of managers at leadership level.

### **Application Process:**

To apply for this role using the link on the CCPC [careers page](#), please submit an up-to-date CV. 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, the first round is likely to take place in mid-June. During the first-round interview, the CCPC will conduct competency style interviews based on the Principal Officer (PO) [competencies](#) below:

- 1) Strategic Awareness
- 2) Persuasive Communication
- 3) Decision Making
- 4) Resilience
- 5) Leading People
- 6) Result Orientation

Full details of these competencies can be found on the [CCPC careers page](#) under FAQ.

The second-round interview is likely to take place in early July, 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 [CCPC careers page](#)