



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

### **Candidate Information Booklet**

**Job Title:** Senior Legal Advisor  
**Grade:** Assistant Principal (AP)  
**Closing date:** 12 noon, Tuesday, 7 May 2024



## 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 plays a vital role in ensuring that markets work better for Irish 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 [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).

### General Information:

<b>Job Title:</b>	Senior Legal Advisor
<b>Grade:</b>	Assistant Principal (AP)
<b>Starting Salary:</b>	<u>*€77,528</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>	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.
<b>Closing Date:</b>	12.00 pm, Tuesday, 7 May 2024
<b>Annual Leave:</b>	30 days
<b>Tenure:</b>	Wholetime, Permanent

## 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 feel 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 Legal Services Division is a centralised support function to the whole organisation. It comprises an in-house team of talented and motivated solicitors and barristers who have joined the organisation from a diverse range of backgrounds. The Legal Services Division works on a collaborative basis providing support to the Commission Members, the Directors and the Divisions. Successful candidates will have the opportunity to be directly involved in a range of the organisation's high-profile and interesting work as well as help shape a growing legal team.

## The Role:

The CCPC is seeking to recruit a **Senior Legal Advisor** to work in the Consumer & Product Safety team within its Legal Services Division.

The Senior Legal Advisor will be primarily focused on providing legal advice to the Commission and its various Divisions on administrative, civil and criminal enforcement of consumer and product safety law. It is envisaged that the successful candidate will take an active role in all legal aspects of the CCPC's consumer law functions. This is an exciting opportunity for a lawyer to be at the forefront of the consumer regulatory landscape in Ireland and to make a significant contribution to the delivery of legal services in a dynamic organisation with a wide range of enforcement and regulatory powers.

The Senior Legal Advisor will also have opportunities to gain experience of other areas of law which impact the CCPC, including EU Law, public procurement, digital, data protection and Freedom of Information law. This position offers a fulfilling and responsible role in a busy and challenging environment dealing with interesting and varied legal issues. We strongly promote and support the personal development of every one of our lawyers and on the job training and education are provided to help you grow your expertise and skills.

You will be required to demonstrate strong leadership, analytical, interpersonal and organisational awareness skills. The broad range of issues dealt with by the Legal Services Division means you will have direct engagement with decision makers and will ensure that CCPC decisions are legally robust and that legal risk is managed effectively. You will be expected to contribute to and engage with the overall management of the Division and have opportunities to lead or be involved in divisional or cross-divisional projects.

## Key Responsibilities:

- Provide high quality, clear and timely legal advice on all aspects of the CCPC's consumer law functions including policy, investigations and enforcement action.
- Lead and/or manage civil, administrative and criminal legal proceedings concerning the CCPC's consumer law and product safety functions.
- Provide proactive legal advice and support to the CCPC's enforcement case teams and build and develop relationships within the CCPC to further embed cross-divisional working.
- Lead and manage the performance and development of junior lawyers within the Consumer team including setting goals and empowering them in their roles.
- Liaise and maintain effective and professional working relationships with external parties, including external legal counsel, government officials, other enforcement agencies and the European Commission.
- Represent the CCPC at both national and international level at meetings and conferences e.g. the International Consumer Protection and Enforcement Network (ICPEN).
- Lead or assist in making proposals or recommendations to Government Ministers regarding legislative changes which will promote product safety and/or consumer welfare.

## Essential:

- Candidates must have been called to the Bar in the State and entered on the Roll of Practising Barristers maintained by the Legal Services Regulatory Authority (LSRA)  
OR  
have been admitted and are currently enrolled as a solicitor in the State  
OR  
hold a professional qualification in law which may be an accepted equivalent.
- At least 3 years' post-qualification work experience either in a law firm, as a practising barrister, as in-house counsel, or as a legal advisor in the civil/public service.
- Knowledge of Irish and EU consumer law and product safety  
AND/OR  
experience advising on criminal investigations/prosecution; regulatory inspections and enforcement powers;  
AND/OR  
advising in a private or public sector environment on consumer facing issues.
- Strong written and verbal communication skills.
- Ability to provide clear, focused and practical legal advice.
- Excellent legal research skills and experience in the use of legal research tools.
- Highly developed organisational and administrative skills.
- Oral and written fluency in the English language.

### **Desirable:**

- Relevant qualifications and/or experience in law above the essential requirements.
- Knowledge of Irish civil and criminal court practice and procedure.
- Experience in dispute resolution, litigation or applying public law principles.
- Knowledge of the legislative process (including implementing EU legislation into national law).

### **Application Process:**

If you wish to apply for this position, using the link on the CCPC [careers page](#) please submit a CV and a covering letter explaining how you meet the essential requirements and identifying where your experience is particularly relevant to the responsibilities of the post. 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 which are scheduled to take place in mid /late May 2024. During the first-round interview, the CCPC conduct competency style interviews based on the Assistant Principal [competencies](#) below:

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

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

The second-round interview will assess assessed using practical methods such as presentations skills, writing assignments or role play.

To find out more about what it is like to work in the CCPC and the benefits on offer, please visit our [CCPC careers page](#)