



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

### Candidate Information Booklet

**Job Title:** Analyst  
**Grade:** Executive Officer (EO)  
**Closing date:** 12 noon, Tuesday, 21 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>	Analyst
<b>Grade:</b>	Executive Officer (EO)
<b>Starting Salary:</b>	* <del>€35,687</del> *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, 21 May 2024
<b>Annual Leave:</b>	23 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 Competition Enforcement and Mergers Division (CEM) delivers the CCPC's merger review function and its administrative competition enforcement function as it relates to vertical and unilateral conduct. CEM is divided into two sections representing this dual remit of the division: (i) Mergers; and (ii) Antitrust Enforcement. CEM plays a key role in achieving the CCPC's vision of open and competitive markets where consumers are protected and empowered, and businesses actively compete.

CEM's Mergers Section examines mergers notified to the CCPC to determine if such mergers would result in a substantial lessening of competition in Ireland. The Mergers Section ensures that mergers which threaten to substantially lessen competition only proceed where measures are put in place that address the CCPC's competition concerns. Where that does not happen, the CCPC can prohibit the merger.

CEM's Antitrust Enforcement Section investigates suspected breaches of competition law relating to anti-competitive agreements and concerted practices between firms at different levels of the supply chain (vertical conduct) and abusive conduct by firms with a dominant position in the market (unilateral conduct). Through its administrative competition enforcement regime, the CCPC can impose administrative financial sanctions (fines) on businesses found to have breached competition law. This Section is also responsible for the CCPC's functions under the EU Digital Markets Act.

## The Role:

The Analyst role in CEM is a fantastic opportunity for a recent or upcoming graduate to begin their career as a competition official. You will make a strong contribution to the success of civil competition enforcement and merger review by the CCPC, playing a key role in ensuring that markets work well for consumers.

As an Analyst, you will work on cases alongside senior colleagues and will assist in handling cases, gathering, and assessing evidence, drawing conclusions, and making recommendations. This is an ideal role for somebody who is curious and inquisitive. The diverse subject matter under investigation or subject to merger review will mean you will become familiar with many sectors of the economy during the course of your work.

You will develop and use research and investigative skills to investigate cases through desk research and market enquires, and by exercising the CCPC's statutory investigative powers to conduct searches or inspections, interview witnesses and suspects, and compel the production of information. You will assist in recommending next steps and assess and discuss issues in written reports and memos.

You will also be required to accurately maintain case files and notes to ensure that cases adhere to the CCPC's procedures and investigative best practice.

You will be primarily placed in one of the two Sections in CEM but will gain experience working across all CEM's functions as well as having the opportunity to work with other CCPC divisions on cross-divisional teams.

You will have the opportunity to continuously grow and develop with support from the CCPC's Learning and Development team, utilising both internal and external training. The CCPC encourage the development of its staff and provides regular opportunities for career progression within the organisation.

## **The Successful Candidate:**

Analysts are key members of CEM case teams. Your work will be meaningful and impactful. Your work will be foundational in ensuring that mergers that would harm competition are remedied or blocked; and that anticompetitive conduct is investigated, terminated, and sanctioned.

The successful candidate will have a proven ability to identify and critically assess issues, using research and investigative skills to progress a case or project. The successful candidate will be enthusiastic, ambitious, and proactive – driven to deliver for the CCPC and consumers.

Previous experience or knowledge of competition law or policy is not an essential criterion; however, the successful candidate will have demonstrable ability to research and draw conclusions from available evidence, make recommendations, and communicate their views clearly and convincingly both orally and in writing.

To ensure that correct procedures and investigative best practice are followed, the ideal candidate will have to be flexible and highly organised – ensuring that records are maintained to the highest standards and that reporting on ongoing work is available at any point in time.

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:**

- Conduct assessment of competition complaints and notified mergers using agreed criteria.
- Identify and communicate issues arising out of your work and seek guidance as required.
- Draft Case Memos/Merger Determinations for review by Senior Analyst/Investigator, making recommendations for further action.
- Respond in a timely manner to correspondence in relation to competition and merger queries from businesses and members of the public.
- Participate as assigned in Divisional or Cross-Divisional teams conducting large-scale investigations or projects.
- Conduct open-sourced and desk-based research into particular competition issues/industries.
- The preparation of a wide range of documents relating to investigations and mergers, including information requests, third party questionnaires, meeting minutes and agendas.
- Travel nationally to conduct site visits and/or dawn raids as required in investigations and mergers.
- Represent the CCPC at international events and conferences. This may include, for example, European Commission Advisory Committee meetings, OECD conferences, European and International Competition Network Seminars.
- Publication and updating of the CCPC merger web page.
- Deliver other workstreams as may be required by the Director.

### **Essential:**

- A graduate or postgraduate with a qualification in a relevant discipline such as business, economics or law or a professional qualification in law.
- Demonstrated analytical and problem-solving skills, including the ability to work on one's own initiative.
- Good interpersonal, verbal, and written communication skills.
- Intermediate PC skills with particular aptitude in using Microsoft Word and Excel.

### **Desirable:**

- Experience in competition and/or regulatory matters.
- Knowledge of Irish and/or European competition policy and related legislative environment, issues challenges and development.
- Project management or case management experience.
- Experience of assisting /conducting investigations (or inspections) into breaches of statutory or regulatory provisions.
- Established knowledge of competition, consumer protection and/or criminal law **OR** a demonstrated interest in this area.

### **Application Process:**

To apply for this role using the link on the CCPC [careers page](#), please submit an up-to-date CV and a cover letter (approximately 1 A4 page) setting out your suitability for this role. 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 one interview for this role which are scheduled to take place in late May. During the first-round interview, the CCPC conduct competency style interviews based on the Executive Officer [competencies](#) below:

- 1) Teamwork
- 2) Analysis and Decision Making
- 3) 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](#)

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](#)