

The Competition and Consumer Protection Commission (CCPC).

# **Candidate Information Booklet**

Job Title: Grade: Closing date: Product Safety Officer Executive Officer (EO) 3.00pm, Tuesday, 15 July 2025



# **General Information:**

Job Title:	Product Safety Officer
Grade:	Executive Officer (EO)
Starting Salary:	* <u>€37,544</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.
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, Tuesday, 15 July 2025
Annual Leave:	23 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 Market Surveillance Division (MSD) delivers the CCPC's product safety and accessibility functions. The CCPC is the Market Surveillance Authority and the Competent Authority in Ireland for the safety and enforcement of a wide range of non-food consumer products including toys, low voltage products (i.e. electrical devices in the home), personal protective equipment in the leisure and consumer sectors, gas appliances in the home, and general consumer products coming within the remit of the EU General Product Safety Regulation. MSD is also the market surveillance authority and compliance authority for all products under the European Accessibility Act (EAA) and some services, including e-commerce and e-books. The EAA has been implemented into Irish law and will apply from June 2025. MSD currently has 25 team members and is led by the Director, supported by two Deputy Directors. MSD has five Units each led by a Head of Unit: i) Customs Unit; ii) Recalls Unit; iii) two Market Surveillance Units and iv) a new Accessibility Unit.

#### The Role:

The CCPC is seeking to recruit a Product Safety Officer at Executive Officer grade. The successful candidate will report to the Product Safety Manager and will be assigned to a unit within MSD depending on the CCPC's assessment of their suitability in terms of qualifications and experience. The Product Safety Officer will play a key role in delivering effective market surveillance through compliance, investigations and enforcement.

Within their assigned unit, they will also have a role in building and maintaining relationships with relevant stakeholders. Due to the broad range of responsibilities within MSD, the Product Safety Officer will be required to prioritise work, meet strict statutory deadlines and agreed performance targets.

# The Successful Candidate:

The successful candidate will be a proactive and analytical individual with strong interpersonal, verbal and written communication skills. Previous experience or knowledge of a product safety or regulatory environment is not essential; however, the successful candidate will have the ability to apply relevant legislation to their inspection of products, draw conclusions from available evidence, make recommendations, and communicate their views clearly both orally and in writing to relevant parties.

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.

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# **Key Responsibilities:**

- Collaborate on targeted risk-based inspections of products.
- Participate in investigating, analysing and managing product safety investigations, including carrying out risk assessments, engaging businesses, seeking corrective action and taking enforcement action.
- Support business compliance by addressing enquiries and providing information and guidance to businesses on product safety issues.
- Build and maintain technical and legislative knowledge, by conducting and preparing the research and assessment of product safety related issues.
- Build effective relationships with internal and external stakeholders.
- As required, represent the CCPC at international events and conferences.
- 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.
- Assist in the preparation of Divisional and Organisational reports.
- Prioritise work, meet strict statutory deadlines and agreed performance targets.
- Carry out any other additional tasks, responsibilities or functions that may be assigned by management in order to support the work of the Division.

# **Essential:**

- A Level 7 or higher on the National Framework of Qualifications or equivalent, in science, engineering, law, business, regulation or compliance or comparable professional experience in an area related to the role.
- Proficient in the use of Microsoft Office with aptitude in the use of Microsoft Word, Excel and PowerPoint.
- Experience of working independently and as part of a team.
- Experience of building constructive relationships with different stakeholders.
- Good interpersonal, verbal and written communication skills.
- Evidence of analytical and problem-solving skills.

#### **Desirable:**

- Experience of some of the following in either the public or private sector:
  - Working within a compliance or regulatory environment.
    - Risk management principles and tools.
    - o Interpreting legal and/or policy frameworks.
- Case management and/or project management experience.
- Experience in conducting internet/desk-based research.
- Full Irish driving licence and access to a vehicle is also desirable.

### **Application Process:**

To apply for this role using the link on the CCPC <u>careers page</u>, please submit an up-to-date CV and cover letter, which demonstrates how you meet the criteria for the 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 that will take place at the end of July 2025. During the interview, the CCPC will conduct competency style interviews based on the Executive Officer (EO) <u>competencies</u> below:

- 1) Teamwork
- 2) Analysis and Decision Making
- 3) 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.

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>