



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

**Candidate Information Booklet**

**Job Title:** Human Resource Executive  
**Grade:** Executive Officer (EO)  
**Closing date:** 3.00 pm, Thursday, 9th April 2026

In



Comisiún um  
Iomláireacht agus  
Cosaint Tomhaltóirí

Competition and  
Consumer Protection  
Commission

## General Information:

<b>Job Title:</b>	Human Resource Executive
<b>Grade:</b>	Executive Officer (EO)
<b>Starting Salary:</b>	<u>*€38,419</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>	3.00 pm, Thursday, 9th April 2026
<b>Annual Leave:</b>	23 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.

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 recognises that our people are at the heart of what we do, and we support this through the services and supports provided by our Human Resources (HR) Division. The HR Division sits at the heart of the CCPC reporting directly to the Chairperson and is valued as a respected business partner to all divisions. Our HR division is responsible for supporting employees and driving organisational success through effective people management and compliance. The team is warm, friendly, and dedicated to delivering exceptional service.

## **The Role:**

The CCPC is recruiting an HR Executive Officer for its HR Division. Reporting to the HR Operations Manager, this role provides an excellent opportunity for professional development in Human Resources, offering experience in multiple key HR functions. The range of duties include managing and enhancing core HR activities such as recruitment and selection, absence management, payroll administration, pension administration and supporting the employee life cycle. The HR Executive Officer, as part of the HR Operations team, also contributes to specific HR projects, supports the improvement of HR policies and procedures, assists in delivering divisional objectives and provides administrative support as needed.

The role requires active participation to maintain a positive HR culture at the CCPC, ensuring a high standard of service.

In addition to the immediate appointments from this competition an order of merit may be established which will enable the CCPC to fill subsequent or similar posts or other relevant vacancies within this or other divisions of the CCPC where a similar skillset and experience is required.

## **The Successful Candidate:**

The ideal candidate is enthusiastic about further developing their career in HR and contribute to initiatives that support both people and organisational objectives. They have a strong interest in areas such as talent development and employee engagement and are comfortable using data to support decision making.

They are experienced in working with payroll and pensions administration, ensuring accuracy, compliance, and a reliable service for employees. This individual is adaptable, practical, and committed to supporting a positive and effective workplace.

## Key Responsibilities:

- Respond promptly and professionally to queries received via the HR Inbox, consistently demonstrating a high standard of courteous and supportive customer service to all employees.
- Support the efficient management, administration and delivery of payroll administration and employee benefits, ensuring timely resolution of any related queries.
- Contribute to the administration of the CCPC's pension schemes, maintaining accuracy and compliance with internal procedures and public sector pension scheme rules.
- Oversee the administration of employee leave entitlements, ensuring all records are accurately maintained and fully compliant with CCPC policies and procedures.
- Contribute to the execution and delivery of the CCPC's recruitment campaigns, supporting the organisation's talent acquisition objectives.
- Lead the onboarding process for new hires and ensure effective engagement and delivery of induction programmes.
- Coordinate the probationary process for new employees, ensuring all relevant documentation and processes are completed in a timely manner.
- Compile reports and conduct analyses for the HR Management team as required, focusing on key HR metrics and headcount data.
- Maintain accurate HR records and reports using the HR Information System (HRIS), ensuring compliance with relevant legislation, including GDPR.
- Assist with the development, review, and implementation of HR policies and procedures to ensure best practice and compliance.
- Manage responses to PQs, Liaison queries etc.
- Assist in managing and maintaining the HR Operations budget allocation
- Manage procurement processes as required
- Support the ongoing implementation of actions identified in the CCPC People Strategy and development of HR initiatives, including active engagement with staff and management.
- Contribute to the achievement of the organisation's strategic objectives by actively participating in cross-divisional projects.
- Undertake such tasks, activities or other duties as may be required or assigned as appropriate to the role.

Note: The functions and responsibilities initially assigned to the position are based on the current organisational requirements and may be changed from time to time.

### **Essential:**

- Professional qualification in Human Resources or a closely related discipline, demonstrating a solid foundation in HR principles and practices.
- A minimum of two years' experience in Human Resources, with a proven track record of contributing to HR operations and initiatives.
- Previous experience of using a Human Resource Information System (HRIS) to manage and maintain accurate employee records and support HR processes efficiently.
- Proficient in using MS office applications, particularly Excel.
- Demonstrable ability to maintain confidentiality and exercise sound judgement.
- Proactive and self-motivated; capable of taking initiative and ownership of tasks, as well as responding effectively to direction when required.
- Collaborative team player who remains positive and resilient when managing challenging assignments and is adept at balancing competing priorities.
- Excellent written and verbal communication skills, ensuring clear, professional, and effective correspondence at all levels of the organisation.
- Demonstrate a thorough understanding of data protection legislation and employment law as applicable to HR functions.

### **Desirable:**

- Membership of Chartered Institute of Personnel and Development (CIPD) or be eligible for membership, reflecting a commitment to professional standards in the field.
- Previous relevant experience within the Public Sector, showcasing familiarity with public service HR practices and requirements.
- Previous experience of providing HR guidance, able to clearly explain policies and procedures to managers and staff, supporting informed decision-making.

### **Application Process:**

To apply for this role, please use the link on the [CCPC careers page](#), please ensure you submit a current CV, not exceeding two pages, along with a cover letter, with a maximum of 300 words. Your cover letter should clearly demonstrate the key skills and experience you would bring to the HR Executive Officer role, highlighting relevant HR operations, payroll administration and/or pensions administration experience.

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 is likely to take place at the end of April 2026. During the interview, the CCPC will conduct competency style interviews based on the Executive Officer [competencies](#) below:

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

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