



The Competition and Consumer Protection Commission (CCPC).

Candidate Information Booklet

Job Title: Corporate Communications Executive
Grade: Executive Officer (EO)
Closing date: 12 noon, Monday, 30 September 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’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 [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.

General Information:

Job Title:	Corporate Communications Executive
Grade:	Executive Officer (EO)
Starting Salary:	<u>*€36,044</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:	12.00 pm, Monday, 30 September 2024
Annual Leave:	23 days
Tenure:	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 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

Division Overview

Our Communications Division promotes public awareness and understanding of the role of the CCPC. We empower consumers with information and education on consumer rights, personal finance, competition law and product safety. Our tools include our website, helpline, social media accounts, marketing campaigns, public relations, stakeholder engagement and education programmes. We also engage with the business community and other stakeholders through our information, advocacy and compliance activities.

Our Communications Division has as a three-pillar structure with each pillar led by a Deputy Director at Assistant Principal Higher grade.

The three pillars are:

Pillar 1: Media Relations, Marketing and Stakeholder Engagement

Pillar 2: Consumer Information and Engagement, which includes our website and helpline units

Pillar 3: Financial Education

The Role:

The Corporate Communications Unit is responsible for communicating the work of the CCPC to the public and other stakeholders through media releases, publications, PR campaigns, social media and stakeholder engagement. The Unit also manages all media queries, delivers internal communications to ensure staff are kept fully informed on key CCPC activities, and provides strategic communications support to the Commission.

The role of Corporate Communications Executive is a key part of the Corporate Communications Unit, within the Media Relations, Marketing and Stakeholder Engagement pillar. This role involves the production of high-quality communications, managing the administrative requirements of the Unit and working collaboratively with internal and external stakeholders.

The role will suit an organised communications professional, with excellent writing skills, who is keen to work in a collaborative, busy and dynamic corporate communications environment.

The Successful Candidate:

This role requires an individual with excellent organisational skills and attention to detail. The candidate will be required to work with many internal and external stakeholders so highly developed interpersonal and communication skills are very important. The individual will have the ability to work on multiple projects simultaneously, working with different subject areas and deadlines.

Key Responsibilities:

- Support the Communications Managers in planning and implementing a calendar of proactive internal and external communications.
- Draft and edit communications for external use, including online content, press releases, media and other priority responses, corporate correspondence and reports, briefing documents, and other ad-hoc requests.
- Draft and design engaging internal communications including weekly newsletter, intranet news stories and presentations for All Staff meetings.
- Support the Corporate Communications Manager/ to manage the administration of the Corporate and Internal Communications budgets.
- Manage the Unit's administrative requirements including the management of subscriptions, timesheets, divisional reporting and logging of metrics.
- Track all media related activity for reporting purposes, working with an outsourced media scanning service, and maintain a log of high visibility / priority queries.
- Contribute to the development of policies and procedures to ensure the consistent and timely management of communications, including political and stakeholder correspondence.
- Support senior staff to prepare for presentations and speaking engagements.
- Assist with logistics related to attendance at conferences, exhibitions and events and organisation of internal all staff events.

Essential:

- A third level qualification in a relevant discipline OR a minimum of 2 years' experience in a fast-paced office environment, preferably with a focus on communications.
- Experience of MS Office applications (i.e. Outlook, Excel and PowerPoint)
- Excellent writing skills including the ability to write clearly and accurately.
- Proven ability to multitask and manage competing deadlines, including the ability to progress work on own initiative.
- Excellent organisational skills with strong attention to detail.
- Strong interpersonal skills and a collaborative attitude.

Desirable:

- A third level qualification in communications, journalism, PR, public affairs, public policy or law;
- A strong interest in or experience of public affairs.
- Experience managing diaries, schedules and budgets.
- Experience working with, or an interest in, public service.
- Knowledge of consumer affairs

Application Process:

To apply for this role using the link on the CCPC [careers page](#), please submit an up-to-date CV and a one-page cover letter outlining why you wish to be considered for the role and why you believe your skills and experience meet the essential requirements of 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 which is likely to be held in mid-October and may include a written exercise. During the interview, the CCPC will 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, Expertise and Self Development

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](#)