



The Competition and Consumer Protection Commission (CCPC).

Candidate Information Booklet

Job Title: Product Safety Officer
Grade: Executive Officer (EO)
Closing date: 12 noon, Friday, 04 October 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:	Product Safety Officer
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, Friday, 04 October 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

The Product Safety Division (PSD) delivers the CCPC's product safety and market surveillance 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, domestic gas appliances, and products coming within the remit of the EU General Product Safety Directive which covers consumer products that are not covered by specific sector legislation. PSD has 23 team members and is led by the Director of PSD, supported by two Deputy Directors. PSD has four units each headed up by an Assistant Principal (AP): i) Customs unit; ii) Recalls unit; and iii) two Market Surveillance units.

The Role:

The CCPC is seeking to recruit a number of roles at Executive Officer grade. The successful candidates will be assigned to a unit within PSD depending on the CCPC's assessment of their fit in terms of qualifications, experience. Candidates will play a key role in delivering effective market surveillance through compliance, investigations and enforcement.

Key Responsibilities:

- Collaborate on targeted risk-based inspections of products online and in business premises.
- 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.
- Good standard of computer skills with particular aptitude in using Microsoft Word and Excel.
- 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:
 - o Working within a compliance or regulatory environment.
 - o 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 [careers page](#), please submit an up-to-date CV and 1 page cover letter outlining how you meet the essential criteria and why you wish to be considered 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 are likely to take place in mid-October. 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](#)