



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

Candidate Information Booklet

Job Title: Data Regulation Executive
Grade: Executive Officer (EO)
Closing date: 12 noon, Tuesday, 18th March 2025



General Information:

Job Title:	Data Regulation Executive
Grade:	Executive Officer (EO)
Starting Salary:	<u>*€36,544</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:	<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>
Closing Date:	12.00 pm, Tuesday, 18th March 2025
Annual Leave:	23 days
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 [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.

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 Digital & Data Regulation Division (DDR Division) is a new division established to fulfil the CCPC's important and expanding role in regulating digital and data markets. The work of the DDR Division contributes to creating a trusted data economy which is transparent, proportionate, and fair and to ensuring the transparency of online marketplaces.

To fulfil this role, the DDR Division engages with industry, including large multinationals and cooperates with other authorities operating at national, EU and international level.

This is an exciting time to join a new, growing, future-focused division in the CCPC. There will be opportunities for those working in the division to shape the new responsibilities and processes of the CCPC as our digital regulation remit continues to expand.

There are currently two units in the DDR division which deliver the CCPC's statutory functions under our digital mandate:

- a) The Data Regulation Unit (DRU) is responsible for regulating entities under the EU Data Governance Act as the competent authority and will have a role under the EU Data Act. For more information on data regulation see [here](#).
- b) The Digital Markets and Platforms Unit (DMPU) is responsible for regulating the transparency and fairness of online marketplaces and platforms. It does this through its responsibilities under the Digital Services Act (DSA) as the competent authority with responsibility for Articles 30 to 32 - see [here](#) for more information on our DSA work. It also achieves this through its functions under the Platform to Business Regulations (P2B). For more information on P2B see [here](#).

Each unit has its own specific area of expertise, competence and responsibility but also contributes to the work of DDR through a collaborative approach.

The Role:

The CCPC is seeking to recruit a Data Regulation Executive, at Executive Officer Grade (EO) to join the Data Regulation Unit in the DDR division.

As a Data Regulation Executive, you will report to a Data Regulation Manager within the Data Regulation Unit.

The successful candidate will be a key member of the Data Regulation Unit, primarily responsible for:

- a) supporting the Data Regulation Manager in delivering on the registration and notification processes required under the EU Data Governance Act;
- b) assisting in the supervision and monitoring activities of the DDR division; and
- c) engaging with key stakeholders such as data entities, law firms and with other authorities operating at national, EU and international level.

The Data Regulation Executive will also assist in establishing new CCPC processes under the EU Data Act.

The Successful Candidate:

We would like to hear from people with a diverse range of backgrounds and skills – you may have experience working in the digital sector or using data and technology or you may have project management, legal or operations or regulatory and enforcement experience.

The successful candidate will be proactive and flexible to adapt to the evolving nature of digital and data regulation. To perform effectively as we develop and embed new functions and processes in the DDR Division the candidate will require:

- attention to detail;
- a clear focus on delivering high quality output;
- an ability to prioritise their workload to meet process deadlines; and
- clear communication and interpersonal skills to engage with a range of stakeholders.

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:

- Support the Data Regulation Manager on the notification process for Data Intermediation Service Providers (DISPs) and the registration process for Data Altruism Organisations (DAOs) as set out under the Data Governance Act.
- Engage regularly with data entities and stakeholders in relation to the notification, compliance, and monitoring processes.
- Assist in the process to update the European Commission on notified DISPs and registered DAOs.
- Assist in the monitoring and supervision of registered entities for compliance with the Data Governance Act.
- Support the review and processing of any complaints received regarding entities regulated under the Data Governance Act and the Data Act.
- Assist in digital and data regulation investigations and enforcement activities across the DDR Division as an Authorised Officer of the CCPC.
- Assist the Data Regulation Manager with requests from competent authorities across the EU for assistance in data regulation.
- Undertake administrative tasks for the Data Regulation Unit such as reporting functions for the DDR Division, preparation of reports for publication, and relevant engagement with the Communications Division on publication activities.
- Conduct any other additional tasks, including cross-divisional teamwork, to deliver the business objectives of the DDR Division and the CCPC.

Essential:

- Relevant degree and/or profession qualification in law, business, regulation, compliance, social science, computer science, or economics or other relevant discipline.
- At least 1 year of comparable professional experience in a regulatory environment and/or an operations role in a private sector or public sector organisation. This could include working on notification processes; compliance processes; operations processes; complaint handling and any other relevant regulatory processes.
- Ability to plan and prioritise your work to meet process and reporting deadlines, and balance multiple competing priorities.
- Effective team-working and collaboration skills used to deliver results.
- Demonstrable communication skills and ability to maintain effective internal and external stakeholder relationships.
- Demonstrated high standard in ICT skills, particularly in the application of MS Office.

Desirable:

- Relevant experience of implementation and/or knowledge of Irish and/or European legislation and policies, preferably those that concern digital, data, telecoms, or consumer protection legislation.
- Experience of working in Government agencies and/or in an international environment/network.
- Experience working in data management or data governance.
- Knowledge and experience of best practice in case management, operations, or user experience.

Application Process:

To apply for this role using the link on the CCPC [careers page](#), please submit an up-to-date CV. and cover letter. The CV should be no longer than two pages and the cover letter should not exceed 800 words. Your cover letter should specifically highlight your relevant experience and suitability for the role, with particular reference to how you fulfil the essential criteria. 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 early April 2025. 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](#) 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](#)