



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

Candidate Information Booklet

Job Title: Analyst/ Investigator
Grade: Executive Officer (EO)
Closing date: 3.00pm, Friday, 2nd May



General Information:

Job Title:	Analyst/ Investigator
Grade:	Executive Officer (EO)
Starting Salary:	* €37,544 *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:	3.00pm, Friday, 2 nd May
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 CCPC are recruiting Executive Officers (EO's) for a number of roles within the enforcement Divisions. These divisions play a key role in achieving the CCPC's vision of open and competitive markets where consumers are protected and empowered, and businesses actively compete.

Cartels Division

The Cartels Division is responsible for conducting criminal and administrative investigations of suspected breaches of competition law relating to anti-competitive agreements, conduct and concerted practices, mainly involving firms at the same levels of the supply chain (horizontal conduct). This includes, for example, the detection, deterrence and prosecution of cartels engaged in price fixing, market/customer sharing and bid-rigging. The Cartels Division is also responsible for investigating other horizontal anti-competitive practices and agreements, such as hub-and-spoke cartels and coordinated conduct, often involving a trade association, and the offence of merger gun-jumping.

The Cartels Division also considers immunity and leniency applications, confidential whistleblower information, complaints received and performs specific outreach in relation to our work, combating cartels and bid-rigging in public procurement.

Given these functions, the Cartels Division is made up of two Sections: (i) Immunity / Leniency & Case Stream (ILCS); and (ii) Investigations & Enforcement (I&E).

Mergers Division

The Mergers Division is responsible for the CCPC's merger review function. The Mergers Division examines mergers notified to the CCPC to determine whether such mergers would result in a substantial lessening of competition in markets in Ireland. If the CCPC considers that merger is likely to lead to a substantial lessening of competition, it can impose remedies to address these concerns, or it can prohibit the merger.

Antitrust Division

The Antitrust Division delivers the CCPC's administrative competition enforcement function as it relates to vertical and unilateral conduct. The Antitrust Division investigates suspected breaches of competition law relating to anti-competitive agreements and concerted practices between firms at different levels of the supply chain (vertical conduct) and abusive conduct by firms with a dominant position in the market (unilateral conduct). Through its administrative competition enforcement regime, the CCPC can impose administrative financial sanctions (fines) on businesses found to have breached competition law. The Antitrust Division is also responsible for the CCPC's functions under the EU Digital Markets Act.

The Role:

The Analyst/Investigator role is a fantastic opportunity for someone early in their career to work as a competition official. You will make a strong contribution to the success of competition law enforcement and merger review by the CCPC, playing a key role in ensuring that markets work well for consumers and businesses.

As an Analyst/Investigator, you will work on progressing investigations or merger reviews alongside senior colleagues and will assist in handling cases, information gathering, and assessing evidence, drawing conclusions, and making recommendations. The diverse subject matter under review/investigation means you will become familiar with many sectors and industries of the economy during the course of your work.

You will develop and use research and investigative skills to review and progress cases through desk research, field work, and market enquires, and by exercising the CCPC's statutory investigative powers to conduct searches or inspections, interview witnesses and suspects, and compel the production of information. You will assist in recommending next steps and analyse issues in written reports and memos.

You will also be required to accurately maintain case files and notes to ensure that cases adhere to the CCPC's procedures and investigative best practices.

You will also have the opportunity to work with other CCPC divisions on cross-divisional teams.

The Successful Candidate:

This is an ideal role for somebody who is inquisitive, ambitious, and proactive. The successful candidate will have a proven ability to identify and critically assess issues, using research and investigative skills to progress a case or project. They must draw conclusions from available evidence, make recommendations, and communicate their views clearly and convincingly both orally and in writing. The ideal candidate will have to be flexible and highly organised – ensuring that records are maintained to the highest standards and that reporting on ongoing work is available at any point in time.

Your application will be carefully reviewed to determine the best fit within our organisation. Based on your skills and experience, you will be assigned to the most suitable division to maximize your potential and contribute effectively to our team.

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:

- Assist with pre-investigations and investigations into mergers; suspected breaches of competition law, including cartels and other anti-competitive practices (criminal and/or administrative); suspected cases of gun jumping; and/or procedural breaches (as relevant to the assigned Division).
- Effectively and efficiently identify potential competition issues arising from notified mergers, competition complaints/queries, leniency/immunity applications, or whistleblower information (as relevant to the assigned Division) and assist the case team in making plans and recommendations for next steps and progression.
- Working as part of the case team, using investigative tools as appropriate, including conducting open-source and desk research, drafting written requests/requirements for information, conducting interviews, conducting search operations/inspections, and other fieldwork to gather information and evidence.
- Assist Senior Investigators with the analysis of information and evidence gathered during investigations and contribute towards overall CCPC assessment/decision-making.
- Contribute to the preparation of a wide range of documents relating to investigations and mergers, including information requests/requirements, third party questionnaires, meeting minutes and agendas, case memos, and decisions for review by senior colleagues (including merger determinations and assessments, Statements of Objections and referral files to the Director of Public Prosecutions).
- Use investigation planning and project management tools to ensure effective delivery of assigned cases.
- Travel nationally to assist in conducting site visits and/or dawn raids as required in investigations and mergers.
- Represent the CCPC at international events and conferences. This may include, for example, European Commission Advisory Committee meetings, OECD conferences, European and International Competition Network Seminars.
- Contribute to divisional, cross-divisional projects and organisational projects as required.
- Deliver other workstreams as may be required based on organisation need.
- Any other ad hoc duties as assigned.

Essential:

- Relevant (minimum) Level 7 Degree or equivalent (such as economics, law, business, regulation, auditing, or forensic accounting or similar).
- OR**
- A minimum of 1 year of relevant experience in the conduct of regulatory, compliance, criminal / civil or administrative investigations, forensic work, or related enforcement actions or economic consultancy or other equivalent relevant experience.
- AND**
- Proven ability to produce comprehensive written reports, decisions, and recommendations.
 - Proven ability to independently identify and solve complex problems.
 - Proven ability to effectively communicate with a broad range of stakeholders.
 - Proven ability to manage multiple tasks and projects efficiently.
 - Previous experience working as part of a team.
 - Previous experience managing multiple tasks with competing deadlines.

Desirable:

- Knowledge of Irish and/or EU competition policy and related legislative environment, issues and challenges.
- Experience in assisting or conducting research, analysis, investigations, and/or inspections into breaches of statutory or regulatory provisions, or taking regulatory enforcement actions, or providing legal analysis / advice.
- Project management or case management experience.

For Cartels Division only:

- A full driving licence (and reasonable access to a vehicle)

Application Process:

To apply for this role using the link on the CCPC [careers page](#), please submit an up-to-date CV (two pages maximum) and a cover letter to explain why you are interested in working with the CCPC. Please highlight your professional experience that aligns with the job requirements and 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 which is likely to take place at the end of May 2025. During the interview, the CCPC will conduct competency style interviews based on the Executive Officer (EO) [competencies](#) 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 [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](#)