



# An Rialálaí Agraibhia Agri-Food Regulator

## Compliance Inspector

### Competition Information Booklet

Please read carefully

<b>Position:</b>	Compliance Inspector
<b>Grade:</b>	Higher Executive Officer
<b>Unit:</b>	Unfair Trading Practices Compliance & Enforcement Unit
<b>Reporting to:</b>	Assistant Principal Officer – Unfair Trading Practices Compliance & Enforcement Unit
<b>Location:</b>	Backweston Campus, Celbridge, Co Kildare, Ireland W23 X3PH
<b>Starting salary:</b>	€57,122 (PPC rate) or €54,404 (non-PPC rate)

Closing date for receipt of completed applications:

**12 noon on February 28<sup>th</sup> 2025**

**Contact: Abigail Gannon [Abigail.gannon@rsmireland.ie](mailto:Abigail.gannon@rsmireland.ie)**



## Overview of the Agri-Food Regulator

An Rialálaí Agraibhia (Agri-Food Regulator) (Regulator) is a new independent statutory Office established in December 2023 under the [Agricultural and Food Supply Chain Act 2023](#) (2023 Act) The Regulator is responsible for promoting fairness and transparency in the agricultural and food supply chain and will do this –

- by carrying out analysis and regularly publishing reports on price and market data.
- by enhancing understanding and enforcement of agri-food unfair trading law, including being designated as the national Enforcement Authority for the [EU Unfair Trading Practices in Business-to-Business Relationships in the Agricultural and Food Supply Chain Directive 2019/633 \(the 'UTP Directive'\)](#).
- by promoting general public awareness about agri-food unfair trading law and related matters, including through public information campaigns.

The Regulator has three distinct areas of work

1. Price & Market Data Analysis Unit
2. Unfair Trading Practices Compliance & Enforcement Unit
3. Corporate Services Unit

## Background to the Role

The Agri-Food Regulator has been designated as the Enforcement Authority under the [Unfair Trading Regulations](#). These Regulations transpose the UTP Directive into Irish law.

The 2023 Act provides wide ranging powers to the Regulator for the purpose of enforcing the Unfair Trading Regulations. The Regulator -

- may at any reasonable time carry out inspections of buyers, including unannounced inspections.
- may enter premises where the officer has reasonable grounds for believing that there are records or anything used in connection with agri-food products.
- can examine records and inspect and take copies of anything used in connection with an agri-food product. This does not need to be on the basis of a complaint or suspicion of an alleged infringement.

The Regulator may also conduct investigations of an alleged or suspected unfair trading practice where the Regulator has reasonable grounds for believing that -

- (a) an offence, is being, or is about to be committed on the premises, or
- (b) evidence of an offence is likely to be found on the premises.

The Agri-Food Regulator is looking to recruit a Compliance Inspector at Higher Executive Officer level to join the organisation for an exciting opportunity to work as part of the Unfair Trading Practices Compliance & Enforcement Unit.

The successful candidate will report to the Head of the Unit and will have at least one staff member reporting to them.

The role is located at the Government Campus, Backweston, Celbridge, Co. Kildare.

## **Role and Responsibilities**

Responsibilities of the Compliance Inspector role include but are not limited to the following:

- Lead on and manage the compliance monitoring activities of the Regulator, including regulatory visits nationwide.
- Manage a team in fulfilment of the compliance and enforcement function.
- Manage complaints received in relation to alleged breaches of Unfair Trading legislation, including investigation and potential prosecution.
- Contribute to the Unfair Trading Practices Compliance & Enforcement Unit through effective and efficient operational management of the function within the organisation.
- Contribute to the communication efforts of the Unit with a broad range of stakeholders, particularly with respect to the regulatory framework and general approach to monitoring compliance and enforcement.
- Contribute to the building of a culture of continuous learning and innovation across the organisation.
- Actively participate in the European Unfair Trading Practice Enforcement Network including the possibility of international travel.

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

## Essential Criteria

**Please note: In order to satisfy the shortlisting panel that you meet these criteria, you must explicitly reference how you meet same in your application. Failure to demonstrate these may prevent your application progressing to future shortlisting stages.**

Each candidate must meet the following requirements at the time of the competition closing:

- Have a minimum of five years working within an office environment with at least one year of management or supervisory experience.
- Have at least 2 years' experience of working in the area of risk, compliance, assurance, audit or a related field.
- Excellent verbal and written communication skills including strong attention to detail.
- Ability to gather and analyse information and come to decisions based on evidence and sound judgement.
- Hold a full driving licence with access to your own transport.

## Desirable Criteria

**Please note: Should further shortlisting be required after essential criteria above, a selection of the following may be assessed.**

The ideal candidate will also:

- Hold a relevant qualification appropriate to this role.
- Demonstrate an interest in and understanding of the agri-food industry and the wider food supply chain.
- Demonstrate experience in project management or case management.
- Have experience or understanding of enforcement and/or prosecution.

## Remuneration

**Salary Grade:** Higher Executive Officer

**Salary Scale:** €57,122 - €71,939

**Personal Pension Contribution (PPC) rate.** This salary is payable to an individual who is required to make a personal pension contribution (PPC) to their main pension (in general, those persons whose initial appointment to the Public Service is on or after 6<sup>th</sup> April 1995).

**€54,404 - €68,446**

**Non-Personal Pension Contribution (non-PPC) rate.** This salary is payable to an individual who is not required to make a personal pension contribution (PPC) to their main pension scheme.

### Note:

- entry will be at point 1 of the scale and will not be subject to negotiation;
- different pay and conditions may apply if, immediately prior to appointment, the appointee is already a serving Civil Servant or Public Servant;
- the rate of remuneration may be adjusted from time to time in line with Government pay policy.

**Annual Leave:** 29 days per annum. This leave is on the basis of a five-day week and is exclusive of the usual public holidays.

**Contract:** Permanent

**Blended Working:** As part of the Agri-Food Regulator's blended working arrangements, there is a requirement that all staff must attend the Backweston office on at least three days each week, one of which must be on Tuesday. These office days will be agreed in advance with your manager as part of the Blended Working Application process.

**Probation:** There is a 12-month probationary period – additional detail is provided in the Important Candidate Information Booklet (referenced below).

## Selection Process

Prior to completing your application, please read the Important Candidate Information Booklet on our careers page [here](#).

## How to Apply

Please submit your application in one single word document or PDF referencing the title of the role you are applying for in the subject of the email to [Abigail.gannon@rsmireland.ie](mailto:Abigail.gannon@rsmireland.ie) with the following:

1. A cover letter outlining why you wish to be considered for the role and where you believe your skills and experience meet the requirements for the role (not to exceed 2 pages); and
2. A comprehensive CV (not to exceed 3 pages).

Please note that omission of any or part of the two requested documents as set out above will render the application incomplete. Incomplete applications will not be considered for the next stage of the selection process.

## Closing Date

**The closing date and time for applications is strictly 12pm (noon) on February 28<sup>th</sup> 2025. Applications received after the specified deadline cannot be accepted.**

If you do not receive an acknowledgement of receipt of your application within 2 working days of applying, please email [Abigail.gannon@rsmireland.ie](mailto:Abigail.gannon@rsmireland.ie)

# Compliance Inspector - Key Competencies

<b>Team Leadership</b>	Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and performance issues if they arise
	Provides clear information and advice as to what is required of the team
	Strives to develop and implement new ways of working effectively to meet objectives
	Leads the team by example, coaching and supporting individuals as required
	team Places high importance on staff development, training and maximising skills & capacity of team
	Is flexible and willing to adapt, positively contributing to the implementation of change
<b>Judgement, Analysis &amp; Decision Making</b>	Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors
	Takes account of any broader issues, agendas, sensitivities and related implications when making decisions
	Uses previous knowledge and experience in order to guide decisions
	Uses judgement to make sound decisions with a well-reasoned rationale and stands by these
	Puts forward solutions to address problems
<b>Management &amp; Delivery of Results</b>	Takes responsibility and is accountable for the delivery of agreed objectives
	Successfully manages a range of different projects and work activities at the same time
	Structures and organises their own and others work effectively
	Is logical and pragmatic in approach, delivering the best possible results with the resources available
	Delegates work effectively, providing clear information and evidence as to what is required
	Proactively identifies areas for improvement and develops practical suggestions for their implementation
	Demonstrates enthusiasm for new developments/changing work practices and strives to implement these
	Applies appropriate systems/ processes to enable quality checking of all activities and outputs
Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers	
<b>Interpersonal &amp; Communication Skills</b>	Builds and maintains contact with colleagues and other stakeholders to assist in performing role
	Acts as an effective link between staff and senior management
	Encourages open and constructive discussions around work issues
	Projects conviction, gaining buy-in by outlining relevant information and selling the benefits
	Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances
	Presents information clearly, concisely and confidently when speaking and in writing
	Collaborates and supports colleagues to achieve organisational goals
<b>Specialist Knowledge, Expertise and Self Development</b>	Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/ Organisation and effectively communicates this to others
	Has high levels of expertise and broad sectoral knowledge relevant to his/her area of work
	Focuses on self-development, striving to improve performance
<b>Drive &amp; Commitment to Public Service Values</b>	Strives to perform at a high level, investing significant energy to achieve agreed objectives
	Demonstrates resilience in the face of challenging circumstances and high demands
	Is personally trustworthy and can be relied upon
	Ensures that customers are at the heart of all services provided
	Upholds high standards of honesty, ethics and integrity