



## Commission for Aviation Regulation

### Head of Economic Regulation

Role:	Head of Economic Regulation
Grade:	Principal Officer (PO)
Salary Scale:	€90,702-112,191 per annum (as of October 1 <sup>st</sup> 2021)
Reporting to:	Director of Markets and Consumer Policy
Location:	3 <sup>rd</sup> floor, 6 Earlsfort Terrace, Dublin 2 (currently remote due to COVID-19)
Position:	Full-Time
Duration:	Permanent

#### **The Commission for Aviation Regulation**

The Commission for Aviation Regulation (CAR) is an independent public body under the auspices of the Department of Transport. The principal functions of the CAR are to promote a vibrant aviation sector and to protect the interests of air passengers by focusing on delivering five strategic goals:

- ❖ Efficient, high-quality and safety conscious airport services
- ❖ Safe and financially robust airlines based in Ireland and groundhandlers at the three state airports
- ❖ Financially strong Irish travel agents and tour operators
- ❖ A robust framework to enforce passenger rights in all Irish airports
- ❖ A regulatory framework that represents best international practice

In addition to the above the Department of Transport appointed the CAR as a National Supervisory Authority for the Single European Sky regulation with responsibility for the economic regulation of the IAA Air Navigation Service Provider (ANSP).

As part of the Government's ongoing aviation regulation reform initiative, the Irish State's aviation regulation regime will be re-organised by incorporating the Commission into the IAA to create a single, unified aviation regulator. The new IAA will become the State's standalone aviation regulator, responsible for safety, security, consumer affairs and economic regulation of civil aviation in the State.

## **Job Description**

The Commission maintains a small, professional economic regulatory team, comprised of this role (Head of Economic Regulation), a Senior Economist, and two Economists. The Head of Economic Regulation is responsible for managing the team and reports to the Director of Markets and Consumer Policy. The person will deputise in the absence of the Director of Markets and Consumer Policy as necessary.

The team is responsible for: the regulation of airport charges at Dublin Airport; charging and performance of the IAA Air Navigation Service Provider (ANSP) under the Single European Sky; and capacity and slot regulation at Dublin Airport including declaring the capacity of various processors at the airport. The team would also contribute to the development of best regulatory practice both internally at the Commission and at an EU level via active involvement in the EC's Thessaloniki forum on airport charges. Importantly the team also provides analytical and economic support to the other functions of the office as required.

The Commission engages in significant consultation and dialogue with interested parties and abides by principles of openness, transparency, and accessibility. All papers related to the Commission's determinations on airport charges and aviation terminal services charges are published on [www.aviationreg.ie](http://www.aviationreg.ie).

The duties and responsibilities specified below mainly reflect the role as currently constituted within the Commission. While the contract terms and conditions will not be affected, the scope of the role may be subject to change when the Commission is merged into the new Irish Aviation Authority. This will provide the successful candidate with an exciting opportunity to make an influential contribution to the establishment of a modern Irish aviation regulator with responsibility across the full range of regulatory issues affecting industry and consumers.

## **Principal Duties and Responsibilities**

The Head of Economic Regulation will lead projects and develop policy in the following areas:

- Price regulation of Dublin Airport including setting a maximum level of airport charges levied by Dublin Airport
- Regulating the IAA under the Single European Sky
- Regulation of the slot regime at Dublin Airport and other economic regulatory functions of the Commission
- Engaging in significant consultation and dialogue with key players and stakeholders in the aviation industry
- Quantitative analysis such as benchmarking, forecasting, and financial modelling
- Developing methods to engage with passengers on regulatory and quality of service issues
- Ensuring consultation and decision reports and internal reports are produced to a high standard
- Representing the Commission externally

- Engage both domestically and at a European level on policy development
- Being at the forefront of best economic regulatory practice in Ireland and internationally
- Provide analytical and economic support to all functions of the office
- Prepare advice, as requested, for the Department

### **Skills, Competencies, and Qualifications**

The successful candidate will work as part of a team. They should have the ability to lead projects and to work autonomously, setting their own day-to-day priorities, and at times working to tight deadlines.

#### **The successful candidate should have:**

- A postgraduate degree in economics or related field and significant relevant experience at a management level.
- Well-developed conceptual, analytical, and decision-making skills with the ability to identify the key issues and form positions that will stand up to external scrutiny.
- Strong managerial and organisational ability at a management level and have a record of proven achievement in career to date.
- Excellent interpersonal and communications skills.
- Experience managing projects, staff, and budgets.
- A keen knowledge of industrial organisation theory or applied microeconomics and a familiarity with utility regulation.
- An appreciation of the technical, legal, and economic issues critical to the successful implementation of economic regulation. This includes an in-depth knowledge and understanding of the principles of economic regulation and how they apply.
- Ability to undertake original economic and policy analysis to a high standard.
- Excellent analytical and quantitative skills.
- Proven ability to build and maintain effective working relationships across a range of stakeholders.
- Awareness of and ability to demonstrate commitment to public service values.

#### **Key Competencies required for effective performance:**

For assessment of applicants for this role we will use the competency model as issued by the Department of Public Expenditure and Reform. This model reflects the changing and more complex environment in which those at this level operate. Each of the key competences in the model is supported by a list of key performance indicators set below.



## Effective Performance Indicators

### Leadership & Strategic Direction:

- Leads the team, setting high standards, tackling any performance problems & facilitating high performance
- Facilitates an open exchange of ideas and fosters an atmosphere of open communication
- Contributes to the shaping of Departmental / Government strategy and policy
- Develops capability and capacity across the team through effective delegation
- Develops a culture of learning & development, offering coaching and constructive / supportive feedback
- Leads on preparing for and implementing significant change and reform
- Anticipates and responds quickly to developments in the sector/ broader environment
- Actively collaborates with other Departments, Organisations and Agencies

### Judgement & Decision Making:

- Identifies and focuses on core issues when dealing with complex information/ situations
- Assembles facts, manipulates verbal and numerical information and thinks through issues logically
- Sees the relationships between issues and quickly grasp the high level and socio-political implications
- Identifies coherent solutions to complex issues
- Takes action, making decisions in a timely manner and having the courage to see them through
- Makes sound and well informed decisions, understanding their impact and implications
- Strives to effectively balance the sectoral issues, political elements and the citizen impact in all decisions

## Management & Delivery of Results

- Initiates and takes personal responsibility for delivering results/ services in own area
- Balances strategy and operational detail to meet business needs
- Manages multiple agendas and tasks and reallocates resources to manage changes in focus
- Makes optimum use of resources and implements performance measures to deliver on objectives
- Ensures the optimal use of ICT and new delivery models
- Critically reviews projects and activities to ensure their effectiveness and that they meet Organisational requirements
- Instils the importance of efficiencies, value for money and meeting corporate governance requirements
- Ensures team are focused and act on Business plans priorities, even when faced with pressure

## Building Relationships & Communication

- Speaks and writes in a clear, articulate and impactful manner
- Actively listens, seeking to understand the perspective and position of others
- Manages and resolves conflicts / disagreements in a positive & constructive manner
- Works effectively within the political process, recognising & managing tensions arising from different stakeholders' perspectives.
- Persuades others; builds consensus, gains co-operation from others to obtain information and accomplish goals
- Proactively engages with colleagues at all levels of the organisation and across other Departments// Organisations and builds strong professional networks
- Makes opinions known when s/he feels it is right to do so

## Specialist Knowledge, Expertise and Self-Development

- Develops and maintains skills and expertise across a number of areas that are relevant to his/her field and recognised by people internal and external to the Department/ Organisation
- Keeps up to date with key departmental, sectoral, national and international policies and economic, political and social trends that affect the role
- Maintains a strong focus on self-development, seeking feedback and opportunities for growth

## Drive & Commitment to Public Service Values

- Consistently strives to perform at a high level
- Demonstrates personal commitment to the role, maintaining determination and persistence while maintain maintains a sense of balance and perspective in relation to work issues
- Contributes positively to the corporate agenda
- Is personally trustworthy, honest and respectful, delivering on promises and

- commitments
- Ensures the citizen is at the heart of all services provided
- Is resilient, maintaining composure even in adverse or challenging situations
- Promotes a culture that fosters the highest standards of ethics and integrity

## **Selection Process**

### **The Selection Process may include:**

- shortlisting of candidates, on the basis of the information contained in their application.
- a competitive preliminary interview.
- psychometric testing.
- work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate.
- a second competitive interview which may include a presentation.

### **Shortlisting**

The number of applications received for a position generally exceeds that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, we may decide that a smaller number will be called to the next stage of the selection process. In this respect, we provide for the employment of a shortlisting process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position.

This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.

An expert board will examine the application documents against agreed shortlisting criteria based on the requirements of the position. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application.

### **References**

It would be useful if you would begin to consider names of people who would be suitable referees and that we might consult (3 names and contact details). The referees do not have to include your current employer but should be in a position to provide a reference for you. The referees should be able to provide relatively recent information on your performance and behaviour in a work context.

You may wish to select referees that can provide such information from different perspectives or in different work contexts. Please be assured that we will only contact referees should you come under consideration after preliminary interview stage. Please note, should you be successful at final interview, we will require a reference from your current employer prior to recommendation for appointment.

Successful candidates may be required to complete a number of clearance processes such as Health and Character Declaration and any other relevant checks required for the

particular role.

### **Other Important Information**

The Commission will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that the Commission is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position the Commission will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made. Should the person recommended for appointment decline, or having accepted it, relinquish it, the Commission may at its discretion, select and recommend the candidate who came second for appointment on the results of this selection process.

The importance of Confidentiality Subject to the provisions of the Freedom of Information Acts 1997 and 2013, applications will be treated in strict confidence.

Deeming of candidature to be withdrawn - Candidates who do not attend for interview when and where required, or who do not, when requested, furnish such evidence as the Commission require in regard to any matter relevant to their candidature, will have no further claim to consideration.

General information - The Commission will consider requests for review in accordance with the provisions of the codes of practice published by the CPSA. Candidates can seek a review by a person in the recruiting body (initial reviewer). Where a candidate remains dissatisfied following this initial review, they may seek to have the conduct of the initial review examined by a "decision arbitrator".

As an alternative to the above, it is open to a candidate to seek to have the matter resolved on an informal basis, as set out below. If a candidate remains dissatisfied following any such discussion it is open to them to seek a formal review.

The Codes of Practice are available on the website of the Commission for Public Service Appointments, [www.cpsa.ie](http://www.cpsa.ie).

### **Informal Process**

The candidate can avail of the Informal Review within 5 working days of notification of the initial decision and should normally take place between the candidate and the person who communicated the decision (or relevant person).

- Where the decision being conveyed relates to an interim stage of a selection process, the request for informal review must be received within 2 working days of the date of receipt of the decision.
- Where a candidate remains dissatisfied following any such informal discussion, they may adopt the formal procedures set out below.
- If the candidate wishes the matter to be dealt with by way of a formal review, they

must do so within 2 working days of the notification of the outcome of the informal review.

#### **Formal Process Initial Review**

- The candidate must address their concerns in relation to the process in writing to the Commission's Director of Corporate Services, setting out those aspects of the action or decision in relation to their candidature that they wish to have reviewed.
- A request for review must be made within 10 working days of the notification of the initial decision. Where the decision relates to an interim stage of a selection process, the request for review must be received within 4 working days.
- Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Commission
- The outcome must generally be notified to the candidate within 20 working days of receipt of the complaint or request for review. The candidate will receive the outcome of the review by means of a written report.
- Should a candidate be dissatisfied with the outcome of the initial review, they may request a review by a decision arbitrator of the conduct of the initial review.

#### **Review by the Decision Arbitrator**

The decision arbitrator is appointed by the Commission. The decision arbitrator is unconnected with the selection process and they will adjudicate on requests for review in cases where a candidate is not satisfied with the outcome of the initial review. The decision of the decision arbitrator in relation to such matters is final.

- A request made to the decision arbitrator must be received within 7 working days of the notification of the outcome of the initial review.
- The outcome of the investigation must be notified to the candidate in the form of a written report within 10 working days.

#### **Candidates' Obligations**

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

#### **Candidates must not:**

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- where they have not been appointed to a post, they will be disqualified as a candidate and
- where they have been appointed subsequent to the recruitment process in question, they shall forfeit their appointment.

#### **Salary Rate**

The position is permanent. A salary of €90,702 rising, subject to satisfactory performance assessment, in annual increments to €112,191 based on the current Principal Officer scale. Entry will be at the minimum of scale and the rate of remuneration may be adjusted from

time to time in line with Government pay policy. Candidates should note that different pay and conditions may apply if immediately prior to appointment the appointee is a serving civil or public servant.

### **Probationary Period**

The position is subject to a probationary period of 6 months from the date of actual commencement and is subject to the provision of satisfactory performance during that period.

### **Hours of Work**

The hours of work are 37 hours per week. Standard working hours at the Commission are:

Monday to Thursday: 09:00 to 17:30 with 1-hour lunch break

Friday: 09:00 to 17:00 with 1-hour lunch break

Flexible working hours are also available to staff members of the Commission.

### **Annual Leave**

Annual Leave excluding public holidays is 30 days per annum.

### **Pension**

The successful candidate will be offered public service pension terms and retirement age conditions in accordance with pension arrangements in the Commission depending on the status of the successful appointee:

- In general, an individual who has no prior pensionable Public Service history in the 26 weeks prior to appointment becomes a member of the Single Public Service Pension Scheme (Single Scheme) which commenced from 1 January 2013 [Section 10 of the Public Service Pensions (Single Scheme and Other Provisions) Act, 2012 refers];
- An individual who was a member of a “pre-existing public service pension scheme” as construed by the Public Service Pensions (Single Scheme and Other Provisions) Act, 2012 and who does not qualify for membership of the Single Scheme will become a member of the Commission’s DB Scheme.

### **Other Benefits**

- Access to cycle to work scheme
- Tax free Bus/ Luas/ Rail to assist with travel costs to and from work
- Access to Employee Assistance Programme
- Access to Commission health and wellbeing initiatives
- Learning and Development opportunities

### **Location**

The Commission is based on the 3<sup>rd</sup> floor, 6 Earlsfort Terrace, Dublin 2 opposite the National Concert Hall. We are convenient to the Luas St. Stephen’s Green stop; several

Dublin Bus routes including 46a,44, 145, and 184 are nearby and we are about 15 minutes from Pearse Station on Westland Row. We are also a two-minute walk from the Matthews UCD route Bus stop on Leeson Street Lower.

Due to COVID-19, the role will initially be remotely based, and appropriate technology will be provided by the Commission.

### **Application**

Applications must consist of the following to be considered for shortlisting:

- A cover letter (max. two A4 pages) outlining why you wish to be considered for the post and where you believe your skills and experience meet the requirements of the position;
- A comprehensive CV;
- Completed "Key Achievements Form" (Appendix I);

Applications should be emailed to [info@aviationreg.ie](mailto:info@aviationreg.ie) or posted to the above address to be received no later than **3pm on Friday, 12<sup>th</sup> November 2021 using the reference code CARHER321.**

The Commission is an equal opportunities employer and welcomes applications from people from diverse backgrounds and under-represented groups including ethnic minority and people with disabilities.

### **Data Protection Acts 1988 & 2003**

In line with GDPR and Data Protection Act 2018, please find attached a link to our Privacy Notice detailing how and why we process your personal data in relation to our Recruitment process: <https://www.aviationreg.ie/about-the-commission-for-aviation-regulation/current-vacancies.526.html>.

## Appendix 1

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### Key Achievements

Name: \_\_\_\_\_ Title of Post: \_\_\_\_\_

Having read the competencies and thought about the demands of the role, for each of the areas below, please briefly (*max 250 words for each*) highlight specific achievements, contributions or expertise you have developed during your career to date which clearly demonstrate your suitability to meet the challenges of the role.

<b>Leadership &amp; Strategic Direction</b>
<b>Judgement &amp; Decision Making</b>
<b>Management &amp; Delivery of Results</b>
<b>Building Relationships &amp; Communication</b>
<b>Specialist Knowledge, Expertise &amp; Self-Development</b>

**Drive and Commitment to Public Service Values**