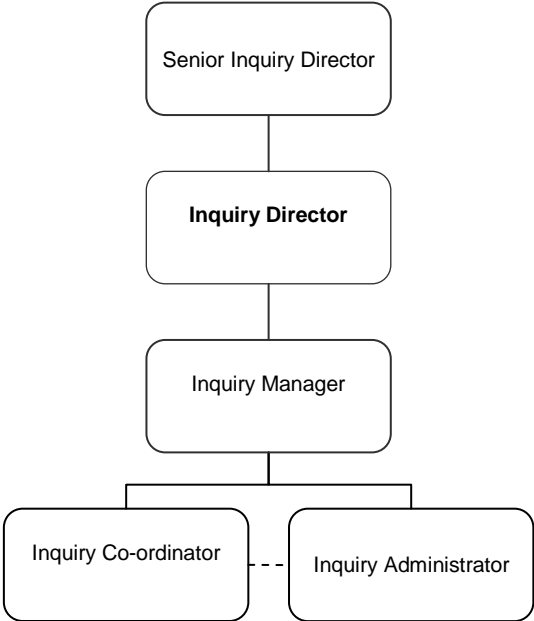


ROLE PROFILE	Inquiry Director
REPORTING OFFICER	Senior Inquiry Director
COUNTERSIGNING OFFICER	Chief Executive
BAND	<input type="checkbox"/> SCS 2 <input type="checkbox"/> SCS 1A <input checked="" type="checkbox"/> SCS 1 <input type="checkbox"/> Shadow Band A <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E
TEAM STRUCTURE	 <pre> graph TD SID[Senior Inquiry Director] --- ID[Inquiry Director] ID --- IM[Inquiry Manager] IM --- IC[Inquiry Co-ordinator] IM --- IA[Inquiry Administrator] IC -.- IA </pre>
I. ROLE PURPOSE	
<p>The post holder is the project manager for Competition Commission (CC) inquiries into mergers, markets and the regulation of major regulated industries. The core responsibility of this role is to organise and manage the inquiry resources and budget to ensure that the inquiry is completed to meet statutory deadlines and reaches a quality which stands up to legal challenge. Of equal importance to the role is the drafting of provisional findings and the final report which is based on the professional teams' working papers. The CC can be a challenging and pressured environment and the post holder would be working with high profile individuals who do not readily tolerate errors, so accuracy and precision are of the utmost importance.</p> <p>In the wider context of CC management, the post holder is also a member of the senior management team with responsibilities for the efficient running of the CC, as well as the development and implementation of new ways of working.</p>	
II. ACCOUNTABILITIES	
<ol style="list-style-type: none"> 1. Providing the Group with clear, accurate, well-reasoned, evidence-based working papers, issues statements, provisional findings, remedies statements and a final report reflecting the Group's views. 	

2. Ensuring that the inquiry is conducted on time and to budget and high professional standards (including providing necessary assurances to the Chief Executive as Accounting Officer) and ensuring fairness in dealing with external parties.
3. Providing the Group Chairman and Members with sound, timely advice on the strategic direction of inquiries and the key issues arising during the course of the inquiry.
4. Optimising the efficiency and the quality of the Group's deliberations through good management of the inquiry process; flagging any concerns to the Group Chairman and the Senior Inquiry Director.
5. Ensuring the staff team produce thorough, accurate and rigorously argued papers for Group members, delivered in a timely manner.
6. Will identify potential areas of risk and ensure that remedial action is taken as necessary.
7. Working with the Director of Remedies, in proposing and securing remedies that are relevant and proportionate.
8. Consulting and ensuring the maintenance of good working relationships with stakeholders (including main and third parties to Inquiries and their representatives).
9. Leading and managing the multi-disciplinary staff team assigned to the inquiry, including setting and reviewing deadlines and priorities, and fostering effective teamwork both within the team and between the team and the Group.
10. Contributing to collective consideration and decisions on management issues and CC policy and procedures.
11. Playing an effective role in promoting and implementing streamlined, efficient and economical ways of working.
12. As a designated Information Asset Owner, understand the importance and relevance of the data that the CC holds and the risk associated with improper use, handling or disclosure of that information. Ensure that all data users within the designated responsibility area receive appropriate training at commencement and annually. Ensure that the team stores and uses data appropriately in the course of day-to-day work, assess the seriousness of any leak or concern and, if necessary, report to the Senior Information Risk Officer.

III. PERSON SPECIFICATION

1. Knowledge and experience
 - Educated to at least degree level or equivalent (an MBA would be an advantage)
 - Background in management consultancy, government, economics or regulation. Familiar with the implementation of competition policy, particularly economics and law.
 - Will have mastered a range of complex economic, financial and legal issues in previous roles.
 - Pro-active case manager and effective project manager who is focused on getting the job done to a high standard.

2. Skills and qualities

- Able to work under strict time pressures and to prioritise conflicting objectives for themselves and others.
- Able to deal with and impress the business world and their advisers' at the most senior level.
- Able to ensure inquiries are managed effectively and within budget and within the agreed timetable.
- All round administrative skills, including the ability and willingness to use and exploit new technology
- Well developed communicative skills which allow them to help the group focus on issues and reach sound timely decisions in a collaborative way.
- Impressive ability to think through and present evidence and analysis, spot and rectify inconsistencies and produce excellent drafts of key papers based on their mastery of the case.
- Able to manage staff contribution on inquiries efficiently and effectively
- Able to coach and develop more junior staff in a line manager relationship, regardless of whether they are working directly to you (i.e. they may be on a different inquiry for some time)
- Positive, clever, knowledgeable and not afraid to express opinions with an intellectual confidence and clarity.
- Shows drive, energy and enthusiasm
- Sensitive and tactful – but with an inner toughness
- Flexible and helpful.
- Open to innovation and willing to take appropriate risks – while still providing a 'safe pair of hands'