

Cartels and Criminal Group

Posts in the civil cartel team: role profiles, applications, remuneration and benefits

January 2015

Role	Assistant Director, Cartel Enforcement
Directorate	Enforcement
Group	Cartels and Criminal Group
Grade	6
Salary	£64,000–£76,800
ROLE PURPOSE	
<p>The Cartels and Criminal Group (CCG) investigates potential cartel activity using both civil and criminal law powers including where appropriate:</p> <ul style="list-style-type: none"> • issuing decisions and imposing penalties under the Competition Act 1998 (CA98)/or Article 101 of the Treaty on the Functioning of the European Union (TFEU), and • conducting criminal prosecutions under the Enterprise Act 2002 (EA02). <p>This is a senior role carrying significant responsibility and autonomy to deliver cartel cases under the CA98 and/or TFEU. The Director – Cartels will provide oversight, guidance and support to this post holder. The purpose of this role is to:</p> <ul style="list-style-type: none"> • give oversight of and direction to cartel cases under the CA98 and/or TFEU including providing advice, guidance and support to the team, • ensure cartel decisions are well reasoned and evidentially sound, with primary responsibility for producing the documentation necessary at the various stages of a case, • assist the Director – Cartels and the other group managers with the CMA’s cartel enforcement programme more generally, including with the development of cartel policy at a national and international level, • assist with the development of a pipeline of cartel cases under the CA98 and/or TFEU, including through leading on the handling of leniency applications, and • represent the CMA externally at speaking engagements both nationally and internationally. <p>This job description is not exclusive or exhaustive. It is intended as an outline indication of the main responsibilities of an Assistant Director, Cartel Enforcement and may be amended in light of the changing needs of the CMA.</p>	

KEY RESPONSIBILITIES

- In conjunction with the Director – Cartels, develop appropriate case scope and strategy and risk strategy.
- Provide direction to and lead teams of investigators, lawyers and others to ensure the delivery of timely and robust outcomes.
- Lead the evidence analysis.
- Undertake correspondence and liaison with parties under investigation and their advisers.
- Lead on drafting correspondence and case documentation, including Statement of Objections, final decisions and internal decision documents.
- Where necessary, participate in investigations, joining CMA investigators on so-called 'dawn raids', assisting in the interview of witnesses and where appropriate, using the CMA's other compulsory powers of investigation.
- Lead on case planning and ensuring consistency with CMA policy and best practice.
- Lead on the handling of applications under the CMA's leniency programme.
- Collaborate with the litigation unit in the preparation of warrant applications and the conduct of appeals.
- Represent the CMA when required at seminars, presentations and other speaking engagements.
- Work in supportive partnership with colleagues/teams to fulfil individual and collective objectives and seek and support the introduction of measures to improve effectiveness.
- Manage, coach, motivate and inspire staff.

MINIMUM CRITERIA

- Degree educated (2:1 or above) or evidence of an equivalent high-level academic or professional achievement.
- Significant knowledge and experience in UK and EU competition law, or of either (i) regulatory law, or (ii) complex litigation, and a demonstrable willingness to acquire a knowledge of competition law.
- Demonstrable knowledge and appreciation of applicable public law.
- A fully qualified lawyer entitled to practise in England and Wales (desirable).

CIVIL SERVICE COMPETENCIES – LEVEL 4

<http://www.civilservice.gov.uk/wp-content/uploads/2012/07/Civil-Service-Competency-Framework-July-2012.pdf>

Role	Principal Case Officer, Cartels
Directorate	Enforcement
Group	Cartels and Criminal Group
Grade	7
Salary	£48,000–£57,600
ROLE PURPOSE	
<p>The Cartels and Criminal Group (CCG) investigates potential cartel activity using both civil and criminal law powers including where appropriate:</p> <ul style="list-style-type: none"> • issuing decisions and imposing penalties under the Competition Act 1998 (CA98)/or Article 101 of the Treaty on the Functioning of the European Union (TFEU), and • conducting criminal prosecutions under the Enterprise Act 2002 (EA02). <p>This role carries responsibility and autonomy to deliver cartel cases under the CA98 and/or TFEU. Under the direction and with the support of an Assistant Director the purpose of this role is to:</p> <ul style="list-style-type: none"> • play a substantial role in the delivery of cartel cases under the CA98 and/or TFEU providing guidance and support to the team where appropriate, • contribute to ensuring cartel decisions are well reasoned and evidentially sound, with responsibility for producing the documentation necessary at the various stages of a case, • assist with the CMA’s cartel enforcement programme more generally, including with the development of cartel policy at a national and international level, • assist with the development of a pipeline of civil enforcement cases, including through the handling of leniency applications, and • represent the CMA externally at speaking engagements both nationally and internationally. <p>This job description is not exclusive or exhaustive. It is intended as an outline indication of the main responsibilities of a Principal Case Officer, Cartels and may be amended in light of the changing needs of the CMA.</p>	
KEY RESPONSIBILITIES	
<ul style="list-style-type: none"> • Adopt a leadership role within a team of investigators, lawyers and others and ensure the delivery of timely and robust outcomes. 	

- Analyse evidence.
- In conjunction with the Assistant Director, undertake correspondence and liaison with parties under investigation and their advisers.
- In conjunction with the Assistant Director, draft correspondence and case documentation, including Statement of Objections, final decisions and internal decision documents.
- Where necessary, participate in investigations, joining CMA investigators on so-called 'dawn raids', assisting in the interview of witnesses and where appropriate, using the CMA's other compulsory powers of investigation.
- Contribute to case strategy, planning and risk management, ensuring consistency with CMA policy and best practice.
- Assist with the handling of applications under the CMA's leniency programme.
- Represent the CMA when required at seminars, presentations and other speaking engagements.
- Work in supportive partnership with colleagues/teams to fulfil individual and collective objectives and seek and support the introduction of measures to improve effectiveness.
- Manage, coach, motivate and inspire staff.

MINIMUM CRITERIA

- Degree educated (2:1 or above) or evidence of an equivalent high-level academic or professional achievement.
- Good knowledge and experience of UK and EU competition law, or of either (i) regulatory law, or (ii) complex litigation, and a demonstrable willingness to acquire a knowledge of competition law.
- Demonstrable knowledge and appreciation of applicable public law.
- A fully qualified lawyer entitled to practise in England and Wales (desirable).

CIVIL SERVICE COMPETENCIES – LEVEL 4

<http://www.civilservice.gov.uk/wp-content/uploads/2012/07/Civil-Service-Competency-Framework-July-2012.pdf>

Role	Case Officer, Cartels
Directorate	Enforcement
Group	Cartels and Criminal Group
Grade	HEO
Salary	£29,405–£32,934
ROLE PURPOSE	
<p>The Cartels and Criminal Group (CCG) investigates potential cartel activity using both civil and criminal law powers including where appropriate:</p> <ul style="list-style-type: none"> • issuing decisions and imposing penalties under the Competition Act 1998 (CA98)/or Article 101 of the Treaty on the Functioning of the European Union (TFEU), and • conducting criminal prosecutions under the Enterprise Act 2002 (EA02). <p>This role provides the opportunity to realise your potential and develop a career at the CMA whilst assisting in the delivery of cartel cases under the CA98 and/or TFEU. Under the supervision, and with the support, of a Principal Case Officer, the purpose of this role is to:</p> <ul style="list-style-type: none"> • participate in cartel cases under the CA98 and/or TFEU, • contribute to ensuring cartel decisions are well reasoned and evidentially sound, assisting with producing the documentation necessary at the various stages of a case, • assist with the CMA’s cartel enforcement programme more generally, including with the development of cartel policy at a national and international level, and • assist with the development of a pipeline of civil enforcement cases, including through in the handling of leniency applications. <p>This job description is not exclusive or exhaustive. It is intended as an outline indication of the main responsibilities of a Case Officer, Cartels and may be amended in light of the changing needs of the CMA.</p>	
KEY RESPONSIBILITIES	
<ul style="list-style-type: none"> • Work as part of a team of investigators, lawyers and others to ensure the delivery of timely and robust outcomes. • Assist in analysing evidence, including assessing and managing legal risks. 	

- In conjunction with the Principal Case Officer, undertake correspondence and liaison with parties under investigation and their advisers.
- In conjunction with the Principal Case Officer, draft correspondence and case documentation, including Statement of Objections, final decisions and internal decision documents.
- Where necessary, participate in investigations, joining CMA investigators on so-called 'dawn raids', assisting in the interview of witnesses and where appropriate, using the CMA's other compulsory powers of investigation.
- Contribute to case strategy, planning and risk management, ensuring consistency with CMA policy and best practice.
- Work in supportive partnership with colleagues/teams to fulfil individual and collective objectives and seek and support the introduction of measures to improve effectiveness.
- Manage, coach, motivate and inspire staff.

MINIMUM CRITERIA

- Degree educated (2:1 or above) or evidence of an equivalent high-level academic or professional achievement.
- Basic knowledge and recent demonstrable experience of analytical work for investigations of breaches of UK and EU competition law or either of (i) regulatory law or (ii) complex litigation, and combined with a demonstrable willingness to acquire knowledge of competition law.
- Recent demonstrable experience of targeted research for a case or project.
- A fully qualified lawyer entitled to practise in England and Wales (desirable).

CIVIL SERVICE COMPETENCIES – LEVEL 3

<http://www.civilservice.gov.uk/wp-content/uploads/2012/07/Civil-Service-Competency-Framework-July-2012.pdf>

Cartel recruitment: application, remuneration and benefits

We are currently looking for highly experienced professionals to lead case teams, as well as more junior staff looking to develop their careers in competition law or enforcement.

Open evening

We are delighted to invite you to join us on the evening of 28 January at our offices in Victoria House, Bloomsbury. The evening will give you an opportunity to find out more about the Cartels and Criminal Group, its work and the wider CMA.

Time: 6–8pm

Address: Victoria House, Southampton Row, WC1B 4AD

RSVP: <http://www.cvent.com/d/0rqm53?RefID=CMA>

Application process

Closing date for all roles is: Sunday 8th February at 23.59pm.

Sifting will be completed: by Wednesday 11 February.

Interviews are to be held: Monday 16th February to Friday 6th March.

Candidates may be asked to complete a response to a hypothetical problem in advance of the interview. The purpose of this is to test candidates' substantive understanding, as well as analytical and communication skills.

Like many public sector organisations we use a competency based selection procedure. Further information about answering competency based questions can be found at [Civil Service Jobs](#).

Further information and how to apply

We hope that the opportunities detailed here are of interest to you.

If you would like to speak to someone for more information on these roles please email cartels.recruitment@cma.gsi.gov.uk and we will arrange a convenient time for a discussion.

Please apply via [Civil Service Jobs](#).

Remuneration and other benefits

Assistant Directors (Grade 6)
£64,000–£76,800

Principal Case Officers (Grade 7)
£48,000–£57,600

Case Officers (HEO)
£29,405–£32,934

Pay is reviewed annually and any rise is linked to performance.

Existing civil servants should note that, if successful, we would match their current salary if joining on a lateral transfer or a 10% increase (or the minimum of our pay band if greater) if joining us on promotion.

Pension

We offer a choice of two excellent Civil Service pension schemes. For further details check the [Civil Service Pensions website](#).

Holidays

We offer generous annual leave allowances with 30 days plus 8 days bank holidays and 2.5 days privilege leave.

Career development

We are committed to maximising your potential by supporting you to develop the knowledge, professional and technical skills and experience required to advance your career.

As well as a comprehensive induction, we offer a suite of professional and skills training through the CMA Academy. However, we believe one of the best ways of developing colleagues is to provide diverse opportunities in their day-to-day work. The CMA does this by encouraging colleagues to build their experience over time by working on a variety of projects, in different areas of the organisation and in different roles.

Flexible working

Part-time and flexible working options are available for most posts and applications to work in a flexible manner are considered favourably.

Maternity/paternity/parental leave

We offer generous maternity/paternity leave provision in excess of statutory requirements.

Other benefits

We offer a comprehensive range of additional benefits including:

- interest-free loans are available for the purchase of quarterly or longer season tickets
- a salary sacrifice scheme for purchase of Childcare Vouchers
- a cycle purchase scheme
- access to a range of discounts through membership of the [Civil Service Sports and Social Club](#)
- access to private healthcare schemes including CS Healthcare and Benenden
- reimbursement for eye care and discounted spectacles

Hours

If working full time, you will normally be required to work a five-day week of 36 hours excluding meal breaks.

Eligibility

Nationality

These posts are open to EC nationals, members of the Commonwealth, European Economic Area (EEA), Swiss nationals and certain non-EEA family members. Candidates from the Commonwealth must be free from any restrictions to reside and take up employment in the UK. See full details of the [Civil Service nationality requirements](#).

Security clearance

Any offer of appointment will be subject to satisfactory completion of security and other checks, including a criminal record check.

Conflict of interest

If you or your spouse has any business interest or conflict of interest with the activities of the CMA, you will be expected to declare them. You will also be asked to inform us if you have any indirect association of this kind through any other family member or partnership.

Civil Service code

All civil servants are expected to carry out their role in accordance with the Civil Service code and its core values of integrity, honesty, objectivity and impartiality. Further information is provided on the [Civil Service website](#).

Equality and diversity

The CMA is committed to implementing and monitoring our equality and diversity policies with the aim of recruiting, retaining and promoting staff regardless of any of the protected characteristics under the Equality Act 2010 – age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

Part of that commitment is that we guarantee an interview to any candidate who has a disability, as defined by The Equality Act 2010, and declares their disability in their application, provided that they meet the minimum (essential eligibility) criteria for the post(s) in question.

Complaints

Our recruitment processes are underpinned by the principle of selection for appointment on merit on the basis of fair and open competition as outlined in the [Civil Service Commissioner's Recruitment Principles](#).

If you feel that your application has not been treated in accordance with the Recruitment Principles and you wish to make a complaint, you should contact David Bolt, Recruitment Manager (recruitment@cma.gsi.gov.uk) in the first instance. If you are not satisfied with the response you receive from us, the Commission will consider complaints where the principle of appointment on merit through fair and open competition, and the Recruitment Principles, has not been met.