



## Position Description

### Senior Investigator, Competition and Consumer Branch

#### Reports to

Principal Investigator

#### Purpose of Role

To project manage and contribute to projects, making recommendations that ensure the competitive operation of industries and markets.

#### Commission Vision

Our vision is that New Zealanders are better off because markets work well and consumers and businesses are confident market participants.

#### Commission Values

The Commerce Commission is committed to acting with **integrity** and being fair, honest and impartial. We set high standards of **excellence** and exercise **good judgement** by understanding the environment we operate in and the impact of our actions. We are **accountable** to the people of New Zealand for our work and spending. We **respect** each other and value peoples' diversity and opinions.

#### Key Result Areas (KRAs)

- Managing and contributing to projects/investigations
- Gathering and analysing information, and applying legal and economic principles
- Providing advice, reports and presentations both internally and externally
- Maintaining awareness of markets/industries and raising issues

#### Competencies (Behaviours)

• Applying expertise and knowledge	• Persuading and influencing
• Planning, organising and delivering (results)	• Working with people
• Analysing and researching	• Learning and developing
• Writing and reporting	• Mentoring and leading
• Presenting and communicating (verbally)	• Formulating strategies and concepts

## Key Result Areas

### 1: Managing and contributing to projects/investigations

- Review the rationale and feasibility of proceeding with projects based on relevant legislation and the strategic focus of the investigations group
- Scope project, identifying the theory and rationale underpinning the project and identifying budget and resource implications
- Manage projects and develop project plans maintaining detailed records of projects, including timelines and costs
- Document and communicate project progress to principal investigator, manager, stakeholders
- Facilitate project team meetings and liaise with steering group as needed
- Delegate project tasks appropriately to enable development of junior team members
- Mentor team members, providing expertise and knowledge to assist with their development
- Conduct a debrief at the end of each project and apply lessons learnt in future
- Develop and maintain effective relationships both internally and externally to facilitate project goals
- Undertake any other duties as requested by the project manager/manager
- Review and contribute ideas to the design/development of new systems, processes, templates etc

#### *Outcomes:*

- Projects are planned, researched and executed to achieve optimum outcomes on time and within budget
- Project team members are mentored and supported to enable professional development

### 2: Gathering and analysing information, and applying legal and economic principles

- Review/Investigate information received into the Commission
- Gather information through a variety of techniques including analysis of documents, correspondence, direct consultation, interviews and market research (delegate as appropriate)
- Review when appropriate the use of statutory information gathering powers and prepare necessary documentation
- Define economic markets, analysis of competition and use of scenario comparisons to determine the likely extent of the impact on competition/consumers/industry
- Apply relevant New Zealand legislation when assessing issues, and seek expert advice when needed
- Critically analyse information and identify key issues using comprehensive techniques (legal or economic)
- Identify when expert economic, legal and/or financial advice is required and seek relevant input
- Define and assess the economic impact of varying levels of action and recommend appropriate action to project manager/manager
- Liaise with internal and external stakeholders to gather additional information as needed
- Oversee and guide team members in relation to gathering and analysing information and producing written work and presentations

*Outcome:*

- Information gathered is relevant and allows robust, accurate and consistent analysis, enabling the Commission to make appropriate decisions

**3: Providing advice, reports and presentations both internally and externally**

- Develop clear and robust recommendations on issues and communicate these to relevant stakeholders
- Produce and oversee the production of high quality written reports, documentation, and presentations
- Provide advice to the branch and wider Commission
- Write and oversee the drafting of correspondence to external parties

*Outcome:*

- Information/advice given is clear and concise identifying issues and outcomes

**4: Maintaining awareness of markets/industries and raising issues**

- Recognise changes or actions made by participants within markets/industries that may require further investigation
- Monitor industries/markets where the Commission has taken action or been involved to ascertain effects
- Share relevant information with the team members
- Raise potential issues with project manager/manager to enable further action to be taken

*Outcome:*

- Constant growing awareness and understanding of market and issues, and knowledge sharing with the team

Note: These responsibilities are not exhaustive. From time to time it may be necessary to change the position requirements in response to the changing nature of our work environment, including technological requirements or statutory changes. Such change may be initiated as necessary by your manager or general manager and will be discussed with you.

## Person Specification

### Qualification

- Postgraduate degree in an analytical discipline (or similar experience)

Ability	Level
• Demonstrated conceptual thinking and problem solving ability	Sound
• Demonstrated numerical ability	Sound
• Demonstrated research and analytical ability	Expert
• Demonstrated verbal and written ability	Expert
• Demonstrated ability to understand and apply legislation	Sound

Experience	Level
• Demonstrated experience working in a project management framework or project team	Expert
• Demonstrated experience managing and leading projects	Expert
• Demonstrated experience managing internal and external relationships	Expert

Knowledge	Level
• Knowledge of investigation techniques and their practical application	Expert
• Knowledge of relevant legislation/legal frameworks enforced by the Commission	Expert
• Knowledge of relevant economics principles	Expert
• Knowledge of Commission internal and external guidelines, decision making processes and policies	Sound

### Definitions

#### Basic

The job requires adeptness in a skill and experience in a variety of tasks. The skill may be related to specific activities that take time to acquire, extending beyond short term. (Typically 1-2 years related experience.)

#### Sound

The job requires highly relevant experience in a specific area of work, often involving specialised training in order to achieve competence. This is not short-term experience, but significant, longer-term experience, predominantly focused on acquiring specialist knowledge. (Typically 2-3 years related experience.)

#### Expert

The job requires experience of a broad nature, above that of a skilled person. Normally involves an awareness of work activities beyond the immediate job situation and the impact of the job on these activities. (Typically 3-5 years related experience.)

#### Strategic

The job requires highly relevant knowledge and experience, an understanding of immediate issues and long term effects of actions. This is a subject matter expert who can be focused on an organisation's goals as well as the specific short term issues. (Typically 5-10 years related experience.)