

Assistant Staff Officer - Grade 4 (Multiple Positions)

The Housing Agency is a government body working with the Department of Housing, Planning and Local Government, Local Authorities and Approved Housing Bodies (AHB) in the delivery of housing and housing services.

The Agency's vision is to promote the building of sustainable communities. We promote the supply of housing to meet current and future needs and demand by being a centre of expert knowledge on housing, supporting housing policy development and implementing effective housing programmes in collaboration with others.

We provide a broad range of services including:

- Sourcing and Acquiring Properties for Social Housing
- Regulation of Approved Housing Bodies
- Policy Advice
- Pyrite Remediation
- Housing Procurement Services
- Land Development and Management
- Support to Local Authorities
- Mortgage to Rent Scheme
- Research and Analysis
- Approved Housing Bodies Services
- Loan Underwriting
- Housing Practitioner Training and Information
- National Strategy for People with a Disability

Further information on the Housing Agency is available at www.housingagency.ie.

Applications are now sought to fill the role of Assistant Staff Officer – Grade 4 in the Housing Agency. The duties of the post are to come under the general direction and control of the Chief Executive or Director who may, from time to time, determine such appropriate duties as required by the Housing Agency.

Duties and Responsibilities include:

- Implement agreed procedures, schemes and policies of the Housing Agency
- Assess applications and submissions
- Liaise with Stakeholders e.g. Department of the Housing, Planning and Local Government, Local Authorities and Approved Housing Bodies as and when required
- Organise and schedule appointments
- Service and attend meetings as required
- Process Payments using Access, Excel and Sage
- Manage visitors, incoming calls, post and assist with public queries
- Respond to queries and/or requests for information (telephone, post or email)
- General administrative support such as
 - preparation of letters, documents and reports
 - inputting of data into spreadsheets and database, basic data analysis and drafting reports
 - record keeping, file management, minute taking, and scanning
- Assist with the development and update of templates and guidance documents
- Undertaking other specific functions as required by the Housing Agency from time to time

Personal / Educational Requirements:

The successful candidate will have relevant previous experience and strong Microsoft Office skills, especially Word, Excel, Powerpoint and Outlook.

Skills and Competencies:

- **Communication Skills** - Excellent communication skills with the ability to develop and maintain good working relationships and work well as part of a team
- **Teamwork** – Fosters a collaborative team-working environment, sharing information and knowledge as appropriate
- **Organisational Skills** – Able to plan, prioritise, organise and schedule work/tasks to ensure that they are completed on time and to specification
- **Problem Solving** – Able to assess information regarding a problem, analyse the information and propose a solution
- **Specialist Knowledge** - A good knowledge of Social Housing Policy/Practice in Ireland

Salary:

The salary scale for the post of Assistant Staff Officer is (Grade 4 on Local Authority Pay Scales):
€27,567 - €29,451 - €32,285 - €34,050 - €35,595 - €37,087 - €39,102 - €40,561 - €42,041

- LSI 1 €43,403 LSI 2 €44,771

Appointment will be made on the entry point of the scale, in line with current Government policy. Different terms and conditions may apply if immediately before appointment you are a currently serving civil/public servant.

Closing Date: THURSDAY 8th AUGUST 2019 at 12.00 NOON

Application Procedure

- Applications should be submitted via email to recruitment@housingagency.ie
- Each applicant should submit a covering letter outlining the reasons they believe they are suitable for this role, and a completed Housing Agency Application Form. Typed applications are preferred and should be submitted in PDF format. Applicants will be short-listed based on the information supplied
- Incomplete or late applications will not be accepted.

A panel may be formed from this selection process. Should the person recommended for appointment decline or having accepted the position relinquish it or if any additional vacancy arises, the Agency may, at its discretion, select and recommend another person for appointment on the results of the selection process.