

Senior Procurement & Projects Advisor

Background and Role Summary

The Housing Agency is a statutory body established under the aegis of the Department of Housing, Planning and Local Government. The Agency provides Local Authorities and Approved Housing Bodies (AHBs) with high quality advice and support on the delivery of housing and housing services. We provide a broad range of services including:

- Housing Supply and Mortgage Support Services
- Housing Regulation
- Research Services
- Procurement and Projects
- Shared and Centralised Services

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

In July 2016 the Minister for Housing, Planning and Local Government launched an Action Plan for Housing and Homelessness. As part of this plan the Housing Agency was given responsibility for establishing a Housing Procurement Unit.

This new Unit will work with local authorities and AHBs to build their capacity and expertise to meet the scale and complexity associated with the ambitious programme of delivery in this Action Plan. It will also be available to co-ordinate project development and project briefs in local authority areas, and will manage the design and tendering processes for local authorities and AHBs, as required, including the procurement of consultants and contractors.

The Housing Agency is now seeking applications for the position of Senior Procurement & Projects Advisor.

Main Duties

- Draft a business plan for the new Procurement Unit within the Housing Agency, in consultation with the Director of Services and the Chief Executive, and manage its implementation
- Support local authorities and AHBs in their housing delivery in the most effective ways, including traditional contractual arrangements, turn-key developments, development agreements, joint ventures, design and build contracts, design by employer and works contracts

- Provide assistance and support to Local Authorities and AHBs in the development of project briefs
- Manage the carrying out of site feasibility assessments
- Provide high level support to local authorities and AHBs in relation to looking at the full range of delivery options, including preparing development briefs and prioritising options that give early delivery time-frames
- Work closely with the Local Authority Procurement Service, Office of Government Procurement and NDFA to ensure that all opportunities to achieve efficiencies are explored
- Provide assistance to local authorities and AHBs in relation to their procurement and property transaction approaches
- Advise and support local authorities and AHBs in relation to their procurement processes
- Develop procurement guidelines, templates and documentation in relation to housing delivery options, procurement and property transactions
- Develop and maintain appropriate management information systems, including the demonstration of compliance with procurement requirements and corporate governance
- Advise and support in relation to mixed developments (mixed tenure and mixed income)
- Establish Key Performance Indicators for the Procurement Unit and provide regular progress reports
- Manage a small multi-disciplined team, including undertaking a mentoring role
- Manage relationships with external stakeholders
- Provide technical advice and guidance to the Director of Services and the Chief Executive of the Housing Agency in relation to procurement processes and procedures
- Remain aware of new developments and legislative changes in procurement and actively engage in continual professional development
- Any other duties as may be assigned by the Director of Services and the Chief Executive.

Educational & Experience Requirements

- An appropriate third level qualification in a relevant discipline such as Architecture, Engineering, Quantity Surveying, Planning and Development, Procurement or construction related discipline
- Appropriate project management experience
- Public Procurement experience would be advantageous

Competencies required

- **Strategic Planning** – applies relevant technical expertise to a range of possibilities and fully evaluates future implications of current decisions and actions
- **Project Management** - adopts appropriate work methods, systems and processes to ensure the achievement of unit's goals
- **Leadership** – develops capability of others through goal setting feedback, coaching and creating opportunities for development
- **Communication Skills** – presents information in a confident, logical and convincing manner, both verbally and in writing
- **Specialist Knowledge** – knowledge of the housing legislative/policy framework in Ireland and knowledge of public sector procurement processes

Salary Scale – Senior Architect

€63,832 - €65,553 - €67,406 - €70,518 - €73,639 - €77,138

LSI 1 - €79,841

LSI 2 - €82,538

New entrants will be appointed on the first point of the scale in line with government policy. Different terms and conditions may apply if immediately before appointment you are a currently serving civil/public servant.

Closing date: TUESDAY, 14th NOVEMBER 2017 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. Applicants will be short-listed based on the information supplied
- The application form is available on the Agency website at www.housingagency.ie
- Incomplete or late applications will not be accepted.

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.