ASSISTANT STAFF OFFICER – GRADE 4 – Multiple Roles

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.

The Housing Agency is now seeking applications for Assistant Staff Officer – Grade 4 vacancies. Applicants should have relevant previous experience.
Main Duties

- 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
- Undertake other specific functions as required by The Housing Agency

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 Scale – Assistant Staff Officer – Grade 4 LA Scales

LSI 1 €44,163 LSI 2 €45,554

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 for Receipt of Applications – Wednesday 26th February 2020 at 12.00 noon
**Application Procedure**

1. All sections of the application form must be completed.
2. Applications should be typed and submitted in PDF format to recruitment@housingagency.ie.
3. Candidates must provide:
   a. a covering letter outlining their suitability for the post
   b. a completed application form
4. Incomplete applications will not be considered for shortlisting.
5. Applications will not be accepted under any circumstances after the closing date.
6. Canvassing by or on behalf of the applicant will automatically disqualify.
7. In submitting their completed application, applicants are confirming that they have read The Housing Agency’s Privacy Notice which is available on The Housing Agency’s website and understand how their data will be processed for the purposes of this job application.

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.