



STAFF OFFICER – GRADE 5

The Housing Agency is a government body working with the Department of Housing, Local Government and Heritage, Local Authorities and Approved Housing Bodies (AHBs) 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 a Staff Officer – Grade 5 vacancy on the Delivery Team.

Main Duties

- Plan and prioritise both scheduled and unscheduled work to ensure outputs meet the required standards and ensure all deadlines are met
- Evaluate proposals and engage and interact with stakeholders
- Report writing and managing and interpreting data, including financial and/or property data
- Working with contractual/legal documents
- Provide training for housing practitioners and other related stakeholders

- Provide policy advice to various stakeholders depending on their needs
- Manage queries from the Media, Politicians and other stakeholders
- Manage and supervise staff to ensure they understand and discharge the responsibilities placed on them
- Undertake other specific functions as required by The Housing Agency

Personal / Educational Requirements:

The successful candidate will have relevant previous experience. It is desirable, but not essential, for candidates to have an appropriate third level qualification in a relevant discipline such as: social policy, sociology, statistics, geography, urban and regional planning and/or economics.

Competencies

Analytical and Numeracy Skills - Excellent analytical / numeracy skills and able to demonstrate compliance with the required standards and ensures sufficient controls and checks are in place

Decision Making - Exercises good judgment, makes well informed decisions in a timely manner; consults with others as appropriate before implementing decisions

Planning and Organising - Contributes to the development of operational plans, ensures plans are fully implemented, and monitors progress to operational objectives

Communication and Interpersonal Skills - Tailors communications to effectively reach an audience. Is assertive and professional when dealing with challenging issues

Teamwork - Promotes cooperation and commitment within a team to achieve goals and deliverables

Specialist Knowledge – has a good knowledge of Social Housing Policy/Practice in Ireland.

Salary Scale – Staff Officer – Grade 5 LA Scales

€43,633 - €45,020 - €46,409 - €47,798 - €49,185

LSI 1 - €50,794

LSI 2 - €52,401

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 – Thursday, 21st January 2021 at 12.00 noon

Application Procedure

- All sections of the application form must be completed

- Applications should be typed and submitted via email in PDF format to recruitment@housingagency.ie
- Candidates must provide:
 - a. a covering letter outlining their suitability for the post
 - b. a completed Housing Agency application form
- Applicants will be short-listed based on the information supplied
- Incomplete applications will not be considered for shortlisting
- Applications will not be accepted under any circumstances after the closing date
- Canvassing by or on behalf of the applicant will automatically disqualify

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.