

Communications Manager Administrative Officer – Grade 7

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 sought to fill the post of **Communications Manager** (Administrative Officer – Grade 7). The Housing Agency has developed a new Communications Strategy, and the Communications Manager will play a key role in delivering the strategy through the duties outlined below.

Main Duties

- Implementation of the Agency's Communications Strategy and Plan
- Media monitoring and analysis
- Manage media relations on behalf of the Agency through dealing with media queries and drafting of press releases
- Brand management for all Housing Agency communications
- Manage the content and production of all publications for the Agency
- Expand the range of digital communication tools used by the Agency, including social and digital media, in a cost-effective way
- Develop and maintain the Agency's website
- Develop and implement communication campaigns
- Prepare and issue eNewsletter updates to stakeholders (local authorities, approved housing bodies, department officials, academics) on the Agency's work
- Prepare the Annual Report and other corporate publications including presentations promoting the role and function of the Agency
- Event Management
- Provide communications and PR support for Agency events (conferences, seminars etc)
- Advise and assist with internal communications
- Measurement and evaluation of key Agency activities
- Budget Management
- Represent the Agency on cross government working/steering groups as required
- Undertake other specific functions as required by the Housing Agency from time to time
- This post will require out of core hours from time to time.

Specialist Skills – Essential

- Have a relevant 3rd Level qualification in Communications, Public Relations, Marketing or other relevant discipline
- Proven skills in the use of technologies appropriate to the position
- Proven ability in the areas of networking, influencing and communicating effectively
- Highly developed presentation skills
- A minimum of three years' experience in a similar role

Skills and Competencies:

- **Communication Skills** – communicates in a fluent, logical, clear and convincing manner, verbally and in writing
- **Delivery of Results** – manages and progresses multiple projects and work activities successfully
- **Decision Making** – takes account of any broader issues and related implications when making decisions
- **Interpersonal Skills** – builds and maintains relationships with key stakeholders to promote and advance the aims of the Housing Agency
- **Specialist Knowledge** – knowledge of media, media relations and internal communications along with an understanding of the various audiences and key stakeholders of the Agency.

Salary Scale – Administrative Officer – Grade 7 LA Scales

€49,835 - €51,054 - €52,479 - €53,906 - €55,336 - €56,611 - €57,918 - €59,184 - €60,445

LSI 1 - €62,611

LSI 2 - €64,786

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: TUESDAY 8th OCTOBER 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.