



ADMINISTRATIVE OFFICER – GRADE 7 AFFORDABLE HOUSING UNIT

The Housing Agency is a government body working with the Department of Housing, Planning and Local Government, 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 are seeking to fill the vacancy of Administrative Officer – Grade 7 in the Affordable Housing Unit.

Main Duties

- Work as part of the Delivery team in The Housing Agency leading initiatives to support affordable housing delivery with particular focus on home ownership initiatives including the Rebuilding Ireland Home Loan and act as lead on certain other initiatives as directed by the Director of Delivery

- Work with senior members of The Housing Agency to identify action items, develop recommendations and find solutions for the delivery of affordable housing for both ownership and rental.
- Procuring and management of external service providers as required including underwriting services for the Rebuilding Ireland Home Loan and any other shared service related to affordable housing.
- Ensure that quality and timely advice is provided to local authorities and other housing stakeholders.
- Develop template and guidance documents to support the implementation of Home Ownership initiatives including the Rebuilding Ireland Home Loan and any related initiatives.
- Input into policy development for affordable home ownership and affordable/cost rental initiatives.
- Liaise with and provide information to the Department of Housing, Planning and Local Government.
- Co-ordinate and provide training on affordable housing and home ownership initiatives and related issues for housing practitioners and other related stakeholders.
- Project managing the delivery of a variety of projects.
- Make presentations to key stakeholders, as required and represent The Housing Agency at seminars.
- Staff supervision and management, including mentoring, training and staff development.
- Other general administrative duties, as required.

Personal/Educational Requirements

The successful candidate should have a recognised third level qualification (to at least level 7 of the National Qualifications Framework) in a relevant discipline or a minimum of five years' experience in a supervisory position in a relevant discipline. Relevant disciplines include those related to mortgage finance or housing delivery and applicants should demonstrate qualifications or experience in at least one of these areas.

Competencies

- **Management & Delivery of Results** - Successfully manages a range of different projects and work activities at the same time
- **Analysis and Decision Making** – gathers and analyses information from relevant sources, whether financial, numerical or otherwise, weighing up a range of critical factors
- **Team Leadership** – Leads the team by example, coaching and supporting individuals as required

- **Interpersonal and Communication Skills** – builds and maintains relationships with key stakeholders, working within diverse teams, preparing and presenting reports to key stakeholders
- **Specialist Knowledge** – Mortgage lending process including underwriting assessment, Housing knowledge including home ownership and approaches to delivering affordable housing or cost rental housing.

Salary Scale – Administrative Officer 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

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 August 2020 at 12.00 noon

Application Procedure

- Candidates must provide:
 - a covering letter outlining their suitability for the post
 - a completed Housing Agency application form
- All sections of the application form must be completed
- Applications should be typed and submitted via email in PDF format to recruitment@housingagency.ie
- 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.