



ADMINISTRATIVE OFFICER – GRADE 7

PART V

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 is seeking to fill an Administrative Officer – Grade 7 vacancy in its Part V team.

Main Duties

- Lead a small team to support local authorities with the implementation of Part V of the Planning and Development Act 2000 and related housing matters.
- Support the development of policy regarding Part V and related housing matters.
- Support other stakeholders in the implementation of Part V and related housing matters.
- Manage and enhance the Agency's knowledge base on Part V issues.

- Liaise with relevant stakeholders to develop and keep up-to-date best practice guidance and templates in line with policy developments.
- Be responsible for the Agency's Part V reporting to key stakeholders. Liaise with stakeholders to gather and collate information as required.
- Develop and deliver training workshops and presentations to key stakeholders as required.
- Represent the Housing Agency on committees and at meetings.
- Be responsible for the Part V team's compliance with all relevant policies and procedures.
- Maintain and review a Risk Register for the Part V team.
- Staff supervision and management including mentoring, training, and staff development.
- Other general duties, as required by the Housing Agency from time to time

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. A relevant discipline should include experience with Part V of the Planning and Development Acts 2000, as amended.

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** – housing experience including a good working knowledge of Part V of the Planning and Development Act 2000, ideally including experience negotiating Part V agreements or delivering training on Part V.

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 – Tuesday 25th August 2020 at 12.00 noon

Application Procedure

- Candidates must provide:
 - a. a covering letter outlining their suitability for the post
 - b. 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.