



## **ADMINISTRATIVE OFFICER – GRADE 7**

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 Housing Agency's vision is to deliver homes to people in need. It does this by providing evidence-based housing insights and data that inform thinking and policy making; by working with others to enable the delivery of housing solutions and implement programmes and actions in Government housing policy; and by equipping itself and its stakeholders with the capacity required to respond quickly and effectively to challenges in the housing system.

The Housing Agency's work to deliver sustainable and affordable housing for all is framed under three broad themes which are supported by a continuous focus on Organisational excellence.

- Being a centre for housing knowledge
- Addressing Housing Supply and Affordability
- Supporting the Creation of Sustainable and Inclusive Communities.

We provide a broad range of services including:

- Assisting local authorities with all aspects of their housing function
- Supporting affordable housing initiatives including cost rental and affordable purchase schemes
- Housing acquisitions and property sourcing for social housing
- Managing the Croí Cónaithe Fund
- Technical advice and supports to local authorities and AHBs regarding capital construction and refurbishment projects and procurement
- Financial appraisals of AHB funding applications
- Co-ordination of the Housing First initiative
- Mortgage to Rent
- Research, financial analysis and policy advice
- Pyrite Remediation and the Defective Concrete Block Schemes
- Land development and management
- Loan Underwriting
- Housing practitioner training and information
- National Housing Strategy for Disabled People/ Addressing Social Inclusion

Further information on The Housing Agency is available at [www.housingagency.ie](http://www.housingagency.ie)

## The Role of an Administrative Officer

The Housing Agency is now seeking applications from suitably qualified candidates with relevant experience for the position of **Administrative Officer – Grade 7**.

This is a permanent vacancy based in our offices in Dublin 2. The Housing Agency operates a Blended Working Policy.

It is proposed to form a panel of qualified candidates, to fill any suitable vacancies that may arise during the lifetime of the panel.

An Administrative Officer is responsible for organisation and management of all aspects of a section or sections including staff. The Administrative Officer will be expected to work closely with colleagues to ensure that the activities of The Housing Agency are effectively coordinated and delivered. The post holder will be directly accountable for the work of the staff reporting to them. The person appointed will have excellent interpersonal, communication, negotiating and decision-making skills.

**The position(s) can be in any section of the organisation; the duties will vary depending on assignment.** As a staff member, the holder of the post will be expected to actively contribute to and participate in the overall development of The Housing Agency and to promote its policies at all times and to adhere to The Housing Agency values:

<https://www.housingagency.ie/publications/strategy-annual-report>.



The values of the Housing Agency set the standard for the way we work with our colleagues and our stakeholders. In this strategic period, we will continue to embed our values throughout the organisation to guide and inform everything we do.

We will place a particular focus on internal and external collaboration. We have placed people at the centre of everything we do to highlight the importance of our staff, our stakeholders, and the people we are working to support with housing needs.

### **Main Duties**

- Providing high level administrative support based on a thorough understanding of the overall workings and policies of a section/department.
- Work with senior members of the team to identify action items, develop recommendations and find resolutions.
- Staff supervision and management including mentoring, training, and staff development.
- Making decisions in relation to service delivery daily.
- Collection, analysis and reporting of management information, for example Annual Reports and monthly key performance data.
- Representing The Housing Agency at a variety of meetings.
- Budget preparation and management of same.
- Attending inter-departmental meetings on behalf of the section to which you are assigned.
- Establishing and maintaining effective working relationships with external agencies as appropriate to the activities of the section.
- Continuously monitoring existing procedures to ensure they comply with best practice and the development of new / improved procedures where appropriate.
- Manage key projects on behalf of their respective section/department
- Other general duties, as required by The Housing Agency from time to time

### **The ideal candidate shall have:**

- The ability to be an effective manager of teams
- The ability to lead, manage performance and motivate staff
- The ability to demonstrate analytical, report writing and presentation skills
- The ability to communicate effectively with staff and senior management
- The ability to meet deadlines and specific targets
- The ability to prepare and manage budgets
- The ability to effectively deal with conflict
- A clear understanding of policies in relation to staff
- The ability to deputise at a senior level
- A satisfactory knowledge of the functions and duties of The Housing Agency
- A clear understanding of Government policy issues and initiatives in relation to the Housing sector in Ireland
- A working knowledge/understanding of IT systems including Microsoft Office packages
- The ability to develop and maintain productive relationships with all stakeholders
- The ability to demonstrate flexibility and openness to deal with a changing Housing environment
- The ability to initiate and implement change
- Organisational and planning skills
- Experience of putting in place efficient and effective working structures and meeting objectives

### **Personal / Educational Requirements**

The successful candidate must 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.

## Desirable

- Knowledge of recognised project management methodologies and/or relevant certification
- Demonstrated experience or strong working knowledge of social housing policy in Ireland

## 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.
- **IT Skills** - A working knowledge/understanding of IT systems including Microsoft Office packages
- **Specialist Knowledge** – working knowledge of public sector governance, procurement and social housing policy in Ireland.

## Salary Scale – Administrative Officer – Grade 7

€60,011- €61,480 - €63,194 - €64,914 - €66,634 - €68,170 - €69,745 - €71,269 - €72,790

LSI1 €75,395 LSI2 €78,015

**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.

## Eligibility to compete:

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply. To qualify candidates must be citizens of the EEA by the date of any job offer. Eligible candidates must be:

- a) A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- b) A citizen of the United Kingdom (UK); or
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- d) A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or

- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa.

**Closing date for Receipt of Applications is - 12 noon Tuesday 28th October 2025**

### **Application Procedure**

Candidates must provide:

- a. a completed Housing Agency application form
- b. All sections of the application form must be completed.
- c. Applications should be typed and submitted via email in PDF format to [recruitment@housingagency.ie](mailto:recruitment@housingagency.ie)
- d. Applicants will be short-listed based on the information supplied.
- e. Incomplete applications will not be considered for shortlisting.
- f. Applications will not be accepted under any circumstances after the closing date and Time.
- g. Canvassing by or on behalf of the applicant will automatically disqualify.

Should the person appointed decline or having accepted the position relinquish it or if any additional vacancy arises, The Housing Agency may, at its discretion, select and recommend another person for appointment on the results of the selection process.

