



ADMINISTRATIVE OFFICER – GRADE 7 GOVERNANCE & COMPLIANCE

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 on the Governance & Compliance team.

Main Duties

- Secretariat support to the Sub Committees of the Board and its Advisory Panels
- Collation of management information from across the organisation
- Ensure consistent, comprehensive, accurate and timely information is freely and readily available
- Undertake analysis of regular information
- Preparation of reports and presentations on monthly and quarterly basis
- Identification and alignment of legislation obligations within The Housing Agency

- Oversee key projects for delivery by the governance and compliance team
- Manage staff members to deliver on key objectives
- Oversee the procurement function of the organisation
- Develop key communications and awareness campaigns to instil the right governance culture throughout the organisation
- Oversee the continued implementation of standardised policies and procedures within the organisation
- Any other duties as directed from time-to-time

Personal/Educational Requirements

- The successful applicant should have an appropriate third level qualification (to at least Level 8) in a relevant discipline OR a minimum of five years' experience working in a similar role with responsibility for Compliance or Governance
- Public Procurement experience would be advantageous

Competencies

- **Management & Delivery of Results** - Successfully manages a range of different projects and work activities at the same time
- **Analysis and Decision Making** – Takes account of any broader issues, agendas, sensitivities and related implications when making decisions
- **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** – High level of competency and experience in Governance and Compliance codes, ideally in the public sector

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 19th August 2020 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.