



**An Ghníomhaireacht
Tithíochta**
The Housing Agency

Programme Manager (Engineer Grade I)

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 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 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
- The Defective Concrete Block Schemes
- Land development and management
- Apartment and Duplex Defects Remediation Scheme
- 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

The role

The Housing Agency is inviting applications for a permanent Programme Manager (Engineer Grade I) within the Remediation Directorate. The post will be based in the Northwest of Ireland. Candidates who also wish to be considered for future Programme Manager (Engineer Grade I) vacancies in our Dublin office may apply, clearly indicating whether they wish to be considered for (a) the Northwest only role (b) future Dublin based roles only (c) both locations. Selection panels for both locations will be formed from this competition. The Housing Agency operate a Blended Working Policy.

The appointed Programme Manager will implement programmes of work assigned to The Housing Agency and will be responsible for planning, preparing, setting up and implementing new programmes.

The appointed Programme Manager and the team assigned to programmes will particularly work alongside and in close collaboration with the technical and professional teams assigned to the Built Environment directorate.

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>

Values



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

- Undertake the oversight and management of a technical programme across the Remediation Directorate varying between Pyrite Remediation, Defective Concrete Blocks and Apartment Defects.
- Co-ordinate and supervise multi-disciplined programme teams, including project managers, external consultants, engineers, administration staff and programme finance team, ensuring programme teams are sufficiently resourced and supported to professionally deliver the relevant programme.
- Play a leading role in the drawing up of business plans and programming to deliver targets and priorities.
- Contribute to the development of legislation by The Department of Housing, Local Government and Heritage.
- Manage relationships with external stakeholders, including scheme applicants, Owner Management Companies, Local Authorities, Elected Representatives, State and representative bodies.
- Contribute to the management of communications across relevant programmes ensuring processes and standards are maintained.
- Develop and maintain appropriate management information systems, including the demonstration of compliance with procurement requirements and corporate governance.
- Report on progress, budget, programme, and other relevant issues as required, including attending board meetings, external stakeholder meetings and other stakeholder engagements.
- Co-ordinate procurement, issuing tenders for consultants', works contractors and specialists' contracts as required.
- Oversee appointed consultants, contractors, and specialists on behalf of The Housing Agency, including monitoring and recording performance.
- Co-ordinate and consult with The Housing Agency finance team on financial control and payments for programmes.
- Prepare advance budget estimates to secure annual funding allocations and manage funding claims
- Where necessary respond to queries from the public, the media, political representatives, and department officials.
- Ensure all Housing Agency obligations arising under the terms of the programmes are met, including handover of required certification and documentation upon completion of works.
- Ensure that the assigned programmes are administered in accordance with good governance practices and procedures.
- Any other duties that may be assigned by the Director and Chief Executive Officer
- Manage a small multi-disciplined team, including undertaking a mentoring role.

Qualifications & Experience Requirements

- Level 8 degree in Civil / Structural Engineering / Architecture / Building Surveying or equivalent and 5 years' relevant experience in the construction industry
- OR

- Appropriate Project Management related qualification and a minimum of 7 years' experience with a minimum of 5 years' experience of project management in the construction or property / facility management sector.
- Appropriate Building Regulations, Legislation and Standards experience.
- Appropriate Financial Management and Project Management experience.
- Strong computer skills are required, specifically in MS Office Suite; some knowledge of scheduling, programming and design software would be an advantage.
- Full driving license is required.

Competencies

- **Strategic Planning** – applies relevant technical expertise to a range of possibilities and fully evaluates future implications of current decisions and actions.
- **Project Management** – adopt appropriate work methods, systems and processes to ensure the achievement of unit's goals.
- **Leadership** – develop capability of others through goal setting, feedback, coaching and creating opportunities for further development.
- **Communication Skills** – presents information in a confident, logical, and convincing manner, verbally and in writing.
- **Specialist Knowledge** – knowledge of project management, public sector procurement processes, construction / engineering, and the built environment as it relates to housing including planning, building regulations, and building control.
- **IT Skills** - IT proficiency including skilled with the following programmes:
- **MS Office, Cubit, Cost X or other similar measurement software with some knowledge of AutoCad & Revit/ Building Information Modelling**

Salary Scale Engineer Grade I – Civil Service Scale

€85,786 - €88,481 - €91,182 - €93,874 - €96,567 - €99,770 – LSI1 €103,415 – LSI2 €107,064

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 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.

The role will include travel at times between head office in Dublin and the Northwest regional office.

Closing date for Receipt of Applications is - 12 noon Friday 3rd 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
- 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 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.



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