

## REGULATORY LEADER - SENIOR STAFF OFFICER GRADE 6 REGULATION OFFICE

### Background Information

The Housing Agency was set up in May 2010 to work with and support Local Authorities, Approved Housing Bodies, and the Department of Housing, Planning and Local Government in the delivery of housing and housing services.

In February 2014, The Housing Agency was given responsibility for regulating Approved Housing Bodies (AHBs). AHBs are not-for-profit organisations (*such as Housing Associations and Co-operatives*) that provide and manage social rented housing. There are over 550 AHBs in Ireland with stock of over 30,000 homes.

The Housing Agency has established a Regulation Office to manage regulation of this sector and reports to an interim Regulatory Committee appointed by the Minister. Regulation of the sector is currently based on a [Voluntary Regulation Code for Approved Housing Bodies in Ireland](#), underpinned by three key Standards: [The Financial Standard and Assessment Framework](#), [The Governance Standard and Assessment Framework](#) and [The Performance Standard and Assessment Framework](#).

The Voluntary Regulatory Code (The Code), Financial Standard, Governance Standard and Performance Standard are a precursor to statutory regulation. [The Housing \(Regulation of Approved Housing Bodies\) Act 2019](#) was signed into law on December 23rd, 2019, the schedule of commencement will be announced in due course. The new Act will allow for the establishment of the Approved Housing Bodies Regulatory Authority.

The Regulation Office's key goal is the protection of AHB assets and safeguarding the interests of current and future tenants. This is done by regulating for a well governed, well managed and financially viable AHB sector.

The Regulation Office operates with the core values of independence, confidence, fairness, and integrity. These values underpin the Office's objectives, which are to:

- Provide assurance to tenants, Boards, Government, and potential investors that the sector is stable and well-regulated
- Safeguard tenants and public investment in the sector
- Improve and encourage good governance and financial health across the sector
- Provide a framework for AHBs to manage risk effectively and to focus on achieving best outcomes for tenants.

The Regulation Office continues to embed the principles of regulation across the AHB sector and advance the Regulatory Framework in preparation for statutory regulation. More details about the Regulation Office and its role can be found at

<http://www.housingagency.ie/regulation>

Applications are sought to fill the vacancy of Regulatory Leader, Senior Staff Officer – Grade 6 within the Regulation Office of The Housing Agency. ***The successful applicant for this role will transfer to the new Approved Housing Bodies Regulatory Authority once established.***

### Main duties

- Responsible for delivery and advancement of key regulatory functions
- Implementation of policy and procedures for multiple aspects of regulatory functions
- Management and ownership of key aspects of the Regulatory functions
- Implementation of Statutory AHB Register and registration framework
- Tailor, develop and publish key policy and procedures documentation
- Develop and produce Regulatory Standards in line with the legislation
- Ensure consistent, comprehensive, accurate and timely information is freely and readily available for key regulatory functions
- Oversee key projects for the delivery of the Statutory Regulatory Body
- Completion of regulatory assessment reporting
- Quality assurance regarding Statutory AHB Register and compliance
- Develop, maintain, and update Registration and Standard policy documents
- Develop reports and presentations including quarterly progress
- Work with senior members of staff and stakeholders to identify action items, develop recommendations and find resolutions
- General administration and records management
- Any other duties as directed from time to time

### Experience

- Relevant experience relating to regulation, registration and/or compliance
- Ability to influence cross-functional teams and senior management in the business
- Excellent written and verbal communication skills and experience of communicating to internal and external stakeholders
- Experience, knowledge and understanding of the application of regulatory oversight
- Experience of managing conflicting demands and responding to tight deadlines where tasks can be unpredictable and unpredictable
- Sound experience managing stakeholder engagement
- Strong and demonstrable understanding of current government policy in relation to its regulation

## Desirable Criteria

A degree (Level 8 of NFQ) or equivalent experience in a relevant field such as regulation, compliance, governance, risk management, charitable sector or assurance disciplines would be advantageous.

## Competencies

### Interpersonal & Communication Skills

- Builds and maintains relationships with colleagues and key stakeholders.
- Projects conviction, gaining buy-in by outlining relevant information and selling the benefits.
- Presents information clearly, concisely and confidently when speaking and in writing.

### Management & Delivery of Results

- Successfully manages a range of different projects and work activities at the same time.
- Structures and organises their own work and others effectively.
- Proactively identifies areas for improvement and develops practical suggestions for their implementation.

### Judgement, Analysis & Decision Making

- Gathers and analyses information from relevant sources, whether financial, numerical or otherwise, weighing up a range of critical factors.
- Takes account of any broader issues, agendas, sensitivities and related implications when making decisions.
- Puts forward solutions to address problems.

### Specialist Knowledge

- High level of competency and experience in Governance, Compliance, Assurance and Regulatory Frameworks.
- Experience of working in Regulation or Compliance Sector.

**Closing Date for Receipt of Applications: Thursday 5<sup>th</sup> November 2020 at 12 noon**

### Salary Scale: Senior Staff Officer – Grade 6 LA Scales

€48,540 – €49,711 – €51,124 – €53,780 – €55,365

LSI 1 - €57,337

LSI 2 - €59,320

**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.

## Application Procedure

1. All sections of the application form must be completed.
2. Applications should be typed and submitted via email, in PDF format, to [recruitment@housingagency.ie](mailto:recruitment@housingagency.ie).
3. Candidates must provide:
  - a. a covering letter outlining their suitability for the post
  - b. a completed Housing Agency application form
4. Incomplete applications will not be considered for shortlisting.
5. Applicants will be short-listed based on the information supplied.
6. Applications will not be accepted under any circumstances after the closing date.
7. Canvassing by or on behalf of the applicant will automatically disqualify.

Should the person recommended for appointment decline, or, having accepted it, 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 this selection process.