



## SENIOR STAFF OFFICER – GRADE 6 VACANCIES

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](http://www.housingagency.ie).

The Housing Agency is now seeking applications for Senior Staff Officer – Grade 6 vacancies.

### Main Duties

- Interpreting policy, drafting and implementing the resulting procedural change
- Providing feedback and advice on policy
- Analysing and processing data and preparing reports based on the data
- Reviewing and checking reports and calculations prepared by subordinate staff
- Managing the delivery of a variety of projects
- Providing policy advice to various stakeholders depending on their needs
- Organising and delivering bespoke information and training sessions

- Preparing documentation and presenting to a varied audience on housing related issues
- Drafting template documentation for use by stakeholders
- Facilitating committees and groups
- Representing The Housing Agency on committees and at meetings
- General duties include:
  - management and supervision of staff
  - planning and prioritising of work
  - collecting and analysing information, and
  - drafting reports
- Undertaking other specific functions as required by The Housing Agency from time to time

### Competencies

- **Communication Skills** – Communicates in a fluent, logical, clear and convincing manner, verbally and in writing
- **Delivery of Results** – Manages and progresses multiple projects and work activities successfully
- **Analysis and Decision Making** – Analyses complex data and makes clear recommendations, takes account of any broader issues and related implications when making decisions
- **People Management** – Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise
- **Specialist Knowledge** – Knowledge of the housing legislative/policy framework in Ireland, ideally including Part V of the Planning and Development Acts

### Salary Scale – Senior Staff Officer 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.

**Closing date for Receipt of Applications – Tuesday 3<sup>rd</sup> November 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](mailto: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.