



SENIOR STAFF OFFICER - GRADE 6

2 YEAR CONTRACT

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 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 is now seeking applications for a Senior Staff Officer – Grade 6, on a two-year contract, to support the **Pyrite Resolution Board (PRB)** on governance issues.

Main Duties

- Co-ordinate and schedule PRB meetings as required, and/or requested
- Prepare briefings and relevant documentation and circulate, as appropriate
- Provide advice and specialist support to Chairperson/General Manager and board members
- Develop, maintain and update governance policy documents
- Develop reports and presentations including quarterly progress

- Manage the preparation and production of the PRB Annual Report
- Work with senior members of staff and stakeholders to identify action items, develop recommendations and find resolutions
- Develop and maintain effective relationships with relevant teams internally and also with external stakeholders
- Review and update the PRB website
- General administration, financial and records management
- Any other duties as directed from time to time

Experience

- Must have worked in a role with responsibility for governance
- Finance experience would be advantageous

Competencies

- **Communication Skills** – Communicates openly and inclusively with internal and external stakeholders
- **Delivery of Results** – Manages and progresses multiple projects and work activities successfully
- **Decision Making** – Takes account of any broader issues and related implications when making decisions
- **Influencing Skills** – Influences others and gains buy in using compelling, well thought through arguments
- **Specialist Knowledge** – Knowledge of Corporate Governance - regulations, policies and legislation

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.

Closing date for Receipt of Applications – Tuesday, 23rd February 2021 at 12.00 noon

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
3. Candidates must provide:
 - a. a covering letter outlining their suitability for the post
 - b. a completed Housing Agency application form
4. Applicants will be short-listed based on the information supplied.
5. Incomplete applications will not be considered for shortlisting.
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 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.