



ASSISTANT STAFF OFFICER – GRADE 4

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 achieve an integrated housing system, meeting the nation's housing needs and promoting sustainable communities. 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:

- Being a centre for housing knowledge;
- Bridging housing supply and demand; and
- Building capacity for housing.

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 and the Defective Concrete Block Schemes
- Land development and management
- Loan Underwriting
- Housing practitioner training and information
- National Housing Strategy for Disabled People

Further information on The Housing Agency is available at www.housingagency.ie

The Housing Agency is now seeking applications for an **Assistant Staff Officer – Grade 4** vacancy on a permanent basis. This post is based in our offices in Dublin 2

Main Duties

- Implement agreed procedures, schemes and policies
- Assess applications and submissions
- Liaise with Stakeholders, e.g. Department of Housing, Local Government and Heritage, Local Authorities and AHBs as and when required
- Organise and schedule appointments
- Service and attend meetings as required
- Process Payments using Access, Excel and Sage
- Manage visitors, incoming calls, post and assist with public queries
- Respond to queries and/or requests for information (telephone, post or email)
- General administrative support such as;
 - preparation of letters, documents and reports
 - inputting of data into spreadsheets and databases, basic data analysis and drafting reports
 - record keeping, file management, minute taking, and scanning
- Assist with the development and update of templates and guidance documents
- Undertake other specific functions as required by The Housing Agency

Personal experience and qualities required.

Essential requirements

The successful candidate will demonstrate the following:

- A minimum of one-year relevant experience in an administrative role

Desirable Attributes

The ideal candidate will also have:

- Good understanding of Social Housing Policy/Practice in Ireland
- Excellent communication skills
- Excellent computer skills, specifically MS Office Suite
- Ability to work on own initiative, but also as part of a team
- Excellent organisational and problem-solving skills

Competencies

- **Communication Skills** - Excellent communication skills with the ability to develop and maintain good working relationships and communicate effectively with a wide range of audiences
- **Teamwork** – Fosters a collaborative team-working environment, working as part of a team to ensure delivery of plans and schedules, sharing information and knowledge as appropriate
- **Organisational Skills** – Able to plan, prioritise, organise and schedule work/tasks to ensure that they are completed on time and to specification

- **Problem Solving** – Able to assess information regarding a problem, analyse the information and propose a solution
- **IT Skills** – Excellent computer skills, specifically MS Office Suite
- **Specialist Knowledge** - A good knowledge of Social Housing Policy/Practice in Ireland

Salary Scale – Assistant Staff Officer – Grade 4 LA Scales

€31,551 – €33,636 – €36,595 – €38,539 – €40,239 – €41,883 – €44,103 – €45,709 – €47,339

LSI 1 €48,839

LSI 2 €50,345

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.

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

Closing date for Receipt of Applications – Friday 14th July 2023 at 12:00 noon

Application Procedure

- All sections of the application form must be completed, incomplete applications will not be considered for shortlisting.
- Applications should be typed and submitted in PDF format to recruitment@housingagency.ie.
- Applications will not be accepted under any circumstances after the closing date and time.

- Canvassing by or on behalf of the applicant will automatically disqualify.
- All information must be provided on the formal application form. Additional information such as CVs, references, and certificates should not be attached to this form.

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.