



ADMINISTRATIVE OFFICER – GRADE VII

The Housing Agency is a government body working with the Department of Housing, Local Government and Heritage, Local Authorities, Approved Housing Bodies (AHBs) and other stakeholders 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 (Cities) 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 acquisition, development and management
- Loan Underwriting
- National Housing Strategy for Disabled People
- Housing practitioner training and information
- Research and Analysis
- Policy Advice

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

The Housing Agency is now seeking applications from suitably qualified candidates with relevant experience for the position of **Administrative Officer – Grade 7**.

This is a permanent vacancy. This post is based in our offices in Dublin 2. The Housing Agency operates a Blended Working Policy.

It is proposed to form a panel of qualified candidates from which suitable vacancies may be filled during the lifetime of the panel.

The Role of an Administrative Officer

An Administrative Officer is responsible for organisation and management of all aspects of a section or sections including staff. The Administrative Officer will be expected to work closely with colleagues to ensure that the activities of The Housing Agency are effectively coordinated and delivered. The post holder will be directly accountable for the work of the staff reporting to them. The person appointed will have excellent interpersonal /communication, negotiating and decision-making skills.

The positions are in various sections of the organisation, the duties will vary depending on assignment.

Main Duties

- Providing high level administrative support based on a thorough understanding of the overall workings and policies of a section/department.
- Work with senior members of the team to identify action items, develop recommendations and find resolutions.
- Staff supervision and management including mentoring, training, and staff development.
- Making decisions in relation to service delivery on a daily basis.
- Collection, analysis and reporting of management information, for example Annual Reports and monthly key performance data.
- Representing The Housing Agency at a variety of meetings.
- Budget preparation and management of same.
- Attending inter-departmental meetings on behalf of the section to which you are assigned.
- Establishing and maintaining effective working relationships with external agencies as appropriate to the activities of the section.
- Continuously monitoring existing procedures to ensure they comply with best practice and the development of new / improved procedures where appropriate.
- Manage key projects on behalf of their respective section/department
- Other general duties, as required by The Housing Agency from time to time

The ideal candidate shall have:

- The ability to be an effective manager of teams
- The ability to lead, manage performance and motivate staff
- The ability to demonstrate analytical, report writing and presentation skill

- The ability to communicate effectively with staff and senior management
- The ability to meet deadlines and specific targets
- The ability to prepare and manage budgets
- The ability to effectively deal with conflict
- A clear understanding of policies in relation to staff
- The ability to deputise at a senior level
- A satisfactory knowledge of the functions and duties of The Housing Agency
- A clear understanding of Government policy issues and initiatives in relation to the Housing sector in Ireland
- A working knowledge/understanding of IT systems including Microsoft Office packages
- The ability to develop and maintain productive relationships with all stakeholders
- The ability to demonstrate flexibility and openness to deal with a changing Housing environment
- The ability to initiate and implement change
- Organisational and planning skills
- Experience of putting in place efficient and effective working structures and meeting objectives

Personal/Educational Requirements /Educational Requirements

- The successful candidate must have a recognised third level qualification (to at least level 7 of the National Qualifications Framework) in a relevant discipline or a minimum of five years' experience in a supervisory position.
- It is also desirable that the candidate has experience or knowledge of social housing policy in Ireland.

Competencies

- **Management & Delivery of Results** - successfully manages a range of different projects and work activities at the same time.
- **Analysis and Decision Making** – gathers and analyses information from relevant sources, whether financial, numerical or otherwise, weighing up a range of critical factors
- **Team Leadership** – leads the team by example, coaching and supporting individuals as required.
- **Interpersonal and Communication Skills** – builds and maintains relationships with key stakeholders, working within diverse teams, preparing, and presenting reports to key stakeholders.
- **IT Skills** - A working knowledge/understanding of IT systems including Microsoft Office packages
- **Specialist Knowledge** – working knowledge of public sector governance and/or procurement and social housing policy in Ireland.

Salary Scale – Administrative Officer LA Scales

€57,104 - €58,501 - €60,133 - €61,769 - €63,406 - €64,868 - €66,366 - €67,816 - €69,263
 LSI1 €71,743 LSI2 €74,236

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 – 12.00 noon on 12th July 2024

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.

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