



SENIOR STAFF OFFICER – GRADE VI

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 (Cities) Fund
- 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 a Senior Staff Officer – Grade VI vacancy. Applicants should ideally have a Level 8 qualification in a relevant discipline or a minimum of 2 years' experience. Knowledge of Housing and Sustainability issues is desirable.

Main Duties

- Interpreting policy, drafting and implementing the resulting procedural change.
- Providing feedback and advice on policy.
- Providing policy advice to various stakeholders depending on their needs.
- Project managing the delivery of a variety of projects.
- Organising and delivering bespoke information and training sessions.
- Analysis of information (including numeric data) including manipulation of information using Excel.
- 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.
- **Decision Making** – 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 and knowledge of public sector procurement processes

Salary Scale – Senior Staff Officer- LA Scales

€54,545 - €55,847 - €57,432 - €62,197

LSI 1 - €64,411

LSI 2 - €66,638

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 19th of July 2024 at 12 noon

Application Procedure

- Candidates must provide a completed Housing Agency application form
- All sections of the application form must be completed.
- Applications should be typed and submitted via email in PDF format to recruitment@housingagency.ie
- 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.

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