



## **Communications Officer – Staff Officer – Grade 5**

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 which are supported by a continuous focus on Organisational excellence.

- Being a centre for housing knowledge;
- Addressing Housing Supply and Affordability
- Supporting the Creation of Sustainable and Inclusive Communities.

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/ Addressing Social Inclusion

Further information on The Housing Agency is available at [www.housingagency.ie](http://www.housingagency.ie)

The Housing Agency is now seeking applications for a **Staff Officer – Grade 5** vacancy in the Communications Team on a permanent basis. This post is based in our offices in Dublin 2. The Housing Agency operate a Blended Working Policy.

## Job Description

The Housing Agency wishes to appoint a Communications Officer – Staff Officer – Grade 5. The appointment will be made on a full-time basis, and the successful candidate will report to the Communications Manager.

As Communications Officer, the post holder will be required to will contribute to the development and implementation of the Communications Strategy. This includes managing and generating website and social media content, promoting publications and events that support The Housing Agency's objectives, assisting with media queries and engagement and maximising engagement with stakeholders. This position will involve working closely with all Housing Agency directorates, internal and external stakeholders and third-party providers.

As a staff member, the holder of the post will be expected to actively contribute to and participate in the overall development of The Housing Agency and to promote its policies at all times and to adhere to The Housing Agency values.

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<https://www.housingagency.ie/publications/strategy-annual-report>.

### Values



The values of the Housing Agency set the standard for the way we work with our colleagues and our stakeholders. In this strategic period, we will continue to embed our values throughout the organisation to guide and inform everything we do.

We will place a particular focus on internal and external collaboration. We have placed people at the centre of everything we do to highlight the importance of our staff, our stakeholders, and the people we are working to support with housing needs.

## Main Duties

The main duties include:

The core duties and responsibilities will include the following:

- Contribute to the development and implementation of The Housing Agency's communication strategy
- Manage content of the Housing Agency's website, in terms of uniformity of content, editorial work, updating content, generating content planning, and archiving
- Assist with the organisation and promotion of events, including annual conferences, training events, exhibitions and seminars
- Support staff across the organisation to maximise their communications including creating content, managing events and provide guidance
- Co-ordinate and deliver the day-to-day web, digital and social media activities of the organisation
- Keep accessibility of information and platforms used to the forefront of all communications
- Support the public relations function of The Housing Agency which includes handling press queries and requests for interview; preparing and issuing press releases; supporting the launches of key publications
- Support senior management through the drafting of presentations, articles and other materials
- Represent The Housing Agency at conferences and exhibitions
- Develop, update and assist in the implementation of relevant policies and protocols relevant to communications including social media, privacy, data protection etc.
- Adhere to The Housing Agency's style guide and promote its use through the organisation
- Source, edit and retain photos / images as necessary to support the narratives presented in The Housing Agency's outputs
- Recommend innovative approaches to maximise reach, impact and influence The Housing Agency's communications;
- Contribute to the growth of staff communications competence and confidence to help build a culture of communications excellence;
- Carry out any other duties as directed;
- Undertake training and development as required.

## Personal / Educational Requirements

The following criteria are considered **essential** for the post:

- At least two years' experience in a communications/public affairs or similar function
- Excellent ICT and English language skills with good attention to detail
- Experience in supporting communications activities
- Strong copywriting and content production skills for websites and social media
- Experience in digital and social media analytics
- Ability to develop and manage relationships with all stakeholders
- Excellent organisational and planning skills with high attention to detail and accuracy
- Experience of managing multiple priorities coupled with the ability to work on a varied range of projects
- Self-starter, demonstrating initiative and confidence with excellent interpersonal and communication skills with flexibility and openness to change;
- The ability to work as a team player within a dynamic and continuously changing work environment;

- Have the ability to analyse and assimilate information and data, and present it in a comprehensible form;

The following criteria are considered **desirable** for the post:

- Knowledge of the housing sector
- Event management experience
- Experience working with content management systems
- Experience delivering accessible information, including Plain English, accessible PDFs, ALT tags
- Third level qualification in communications, public affairs, marketing or similar

## Competencies

**Analytical and Numeracy Skills** - Excellent analytical / numeracy skills and able to demonstrate compliance with the required standards and ensures sufficient controls and checks are in place.

**Decision Making** - Exercises good judgment, makes well informed decisions in a timely manner; consults with others as appropriate before implementing decisions.

**Planning and Organising** - Contributes to the development of operational plans, ensures plans are fully implemented, and monitors progress to operational objectives.

**Communication and Interpersonal Skills** - Tailors communications to effectively reach an audience. Is assertive and professional when dealing with challenging issues.

**Teamwork** - Promotes cooperation and commitment within a team to achieve goals and deliverables.

**Specialist Knowledge** – has a good knowledge of communications, content creation and promotion, social media, and the housing sector.

## Salary Scale – Staff Officer – Grade 5 LA Scales

€51,210 - €52,739 - €54,301- €55,895- €57,501

LSI 1 €59,373

LSI 2 €61,252

**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 Monday 14<sup>th</sup> of April 2025**

### **Application Procedure**

Candidates must provide:

- a. a completed Housing Agency application form
- b. All sections of the application form must be completed.
- c. Applications should be typed and submitted via email in PDF format to [recruitment@housingagency.ie](mailto:recruitment@housingagency.ie)
- d. Applicants will be short-listed based on the information supplied.
- e. Incomplete applications will not be considered for shortlisting.
- f. Applications will not be accepted under any circumstances after the closing date / Time.
- g. 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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