



EXECUTIVE ENGINEER - PROJECTS, PROGRAMMES AND PROCUREMENT TEAM

The Housing Agency

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 Grant 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 POSITION

The Housing Agency is now seeking applications for an **Executive Engineer** vacancy on a permanent basis on the Projects, Programmes and Procurement Team based in the Northwest of Ireland.

The appointed Executive Engineer will be part of the team responsible for planning, setting up and implementing programmes of work and research projects assigned to the Housing Agency.

The appointed Executive Engineer together with the other members of the team assigned to programmes will particularly work alongside and in close collaboration with the technical and professional teams assigned to the Projects, Programmes and Procurement team.

MAIN DUTIES

- The successful candidate will be working as part of small team. Their main duties will be:
- Working within the Defective Concrete Blocks Grant Scheme team to support the delivery of a number of assigned projects in varying locations
- Review documentation received from consultants, works contractors and others checking for accuracy and completeness
- Assist in technical data collation for research purposes
- Be a point of contact and Housing Agency representative on assigned Defective Concrete Blocks Grant Scheme projects
- Supporting a technical and multi-disciplinary team with particular reference to quality, programme and budget through from preliminary stage to completion on assigned projects
- Liaise with project stakeholders, including local authorities, public bodies and members of the general public
- Ensure efficient and effective response to all project stakeholders
- Make regular dwelling inspection visits,
- Make regular site visits, attend site meetings, monitor progress and ensure compliance with required standards, including those relating to health and safety
- Assist in the procurement of service providers through frameworks and monitor performance
- Participating as a member of technical and multi-disciplinary team
- Applying technical skills appropriate to work assigned
- Comply with Housing Agency administration procedures, including filing, data retention, and recording of correspondence and communications
- Any other duties as may be assigned from time to time by the Programme Manager

QUALIFICATIONS AND EXPERIENCE

Minimum Requirements:

- Level 8 degree in Engineering/Architecture, Building Surveying or equivalent and five years relevant experience in the construction industry or in housing.

AND

- A minimum of 7 years' experience with a minimum of 5 years' experience working on construction and/or residential projects.
- Strong computer skills specifically in MS office suite are required.
- Have excellent interpersonal, communication and influencing skills.
- Full driving licence is required.

DESIRABLE

- Experience of procurement in respect of consultant and works contractor engagement.
- Experience of construction defects identification and reporting.
- Hold a registered professional engineering title.

COMPETENCIES

- **Communication Skills** – presents information in a professional, confident, logical and convincing manner, both verbally and in writing to a variety of stakeholders
- **Organisational Skills** – can work independently as part of a multidisciplinary team and demonstrate the ability to be self-motivated with a record of demonstrating initiative in a workplace environment
- **Delivery of Results** - can demonstrate the ability to plan and prioritise work in terms of importance, timescales and other resource constraints, reprioritising in light of changing circumstances
- **Analysis and Decision Making** – have the ability to analyse and interrogate data readily and possess the ability to pinpoint the critical information and address issues logically
- **Specialist Knowledge** – knowledge of residential construction practices, knowledge of construction defects identification and technical report writing, knowledge of public sector procurement processes and contract administration

SALARY SCALE – EXECUTIVE ENGINEER (LA Scales)

€55,519 - €57,540 - €59,560 - €61,583 - €63,607 - €65,628 - €67,652 - €69,665 - €71,698 - €73,713

LSI 1 - €76,038

LSI 2 - €77,176

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 – Monday 25th March 2024 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.